



CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES

Tuesday, August 04, 2020

On August 4, 2020 at 12:00 p.m., the Utility Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices at the following link:

<https://meetings.ipvideotalk.com/103840664>

The public was also able to participate in this meeting by dialing one of the following numbers: 1(617) 315-8088 or toll free at 1(888) 330-2489 and entering the Meeting ID: 103840664

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. The following items were discussed at this meeting:

CALL UTILITY COMMISSION MEETING TO ORDER

1. Roll Call

Chair William Teten called the meeting to order at 12:04 p.m.

Present Members: Chair William Teten, Clark Wilson, Jonathan Miller, Christopher Meakin, and Ronald Hasso.

Also Present: City Administrator Amber Lewis, Council Member Sara Hutson, Public Works Director David Brasich, City Engineer Jay Campbell, and City Secretary Ashley Wayman.

PUBLIC COMMENTS

The following individuals spoke during public comment:

- Council Member Sara Hutson discussed the appeal on the agenda and asked if it would still be discussed during the agenda item or on a related agenda item.
- Mark Cohen stated that he had tried to send in a Utility Bill Appeal but that his email had been returned. City Secretary Ashley Wayman stated that because the city did not have the appeal in time to post the agenda, the commission could not discuss his appeal at this meeting, but he would be placed on the September meeting agenda. He also asked what he needed to do about his bill and City Administrator Amber Lewis stated that he did not have to pay the contested portion of his bill.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the June 9, 2020 Utility Commission meeting.

Christopher Meakin motioned to approve the consent agenda. Jonathan Miller seconded the motion.

Chair William Teten called for a roll call vote.

- **Chair William Teten – Yes**
- **Clark Wilson – Abstain**
- **Jonathan Miller – Yes**
- **Christopher Meakin – Yes**
- **Ronald Hasso – Yes**

The motion passed 4-0 with one abstention.

REGULAR AGENDA

3. Discussion on an update on the Wastewater Rate Study by Nelisa Heddin.

Nelisa Heddin discussed the updates to the wastewater rate analysis that she has prepared as well as the policy directives that the Utility Commission would be making recommendations on to the City Council.

Christopher Meakin thanked Nelisa for the work she has done on this study and agreed with the idea that some people are not paying for their fair share of the sewer system as well as that there would be some shock involved with a large change in rates.

Council Member Sara Hutson stated that the winter average is based on 5 months, November through March, and that the three lowest months are used. She also stated that the vehicles included in the study are used for more than just wastewater, and discussed low users in the city and zero values for homes under construction.

Nelisa Heddin discussed the ways that homes under construction could be handled.

Council Member Sara Hutson asked a question about the City of Austin base rate.

Ronald Hasso stated his agreement with Christopher Meakin on the base fees and that he was in favor of scenario three. He also stated that he would be in favor of throwing out zero values.

Chair William Teten also agreed with Ronald and Christopher and thanked Nelisa for surveying surrounding cities and providing that information to the Commission.

Clark Wilson also stated his general agreement and discussed the concern about funding the debt through taxes or through the rates.

Nelisa Heddin discussed the consensus that she has heard at the meeting today and what she would present at the next meeting.

The commission further discussed details of the rates and the next steps.

Christopher Meakin left the meeting during this item.

Council Member Sara Hutson cautioned against eliminating zero usage readings.

Nelisa Heddin discussed how she would address this concern and that she would work with the city's billing company to get more information.

Chair William Teten asked if the city were to adopt electronic water meters whether the meters would yield more specific readings for wastewater as well.

The Commission discussed the next steps and the report will be at the next meeting.

4. Discussion and possible action on the interpretation of the City Administrator in applying the direction of the Utility Commission in issuing the water bill adjustment at 3220 Park Hills Drive.

City Administrator Amber Lewis discussed that Mr. Marcie was challenging the amount charged to him by the city for the wholesale policy rate, though he pulled his request the day before. She stated that she was unable to locate any policy documents for how the wastewater adjustment rate was calculated.

The commission discussed the different items charged by the City of Austin.

Council Member Sara Hutson discussed the amount that is currently charged in appeals.

City Administrator Amber Lewis discussed the information that was currently being used was passed on to her from the former Public Works Director. She stated that she is fine with any method of calculating the adjustment rate, but that it needed to be clearly stated somewhere.

Chair William Teten asked when in the year the rate could be calculated and when it would be posted as the number used for the purposes of appeals.

City Administrator Amber Lewis stated that the audited numbers are generally ready by January and that new numbers could be in as soon as March.

Steve Marcie discussed his previous appeal and why he had appealed this decision.

City Administrator Amber Lewis explained that there are more costs involved in adjustments than just staff time.

5. Presentation and discussion of the 2013 Capital Improvement Plan for the water system and streets.

City Engineer Jay Campbell discussed the 2013 Streets and Water System CIP.

Council Member Sara Hutson asked if there was a map that includes the additional fire hydrants that were put in and Jay Campbell explained that the map shown was from 2011.

Jay Campbell discussed particular fire hydrants that are currently out of services. Public Works Director David Brasich provided additional information on the repairs to certain hydrants.

Jay Campbell gave additional updates on the fire hydrant testing project.

6. Discussion to identify a process of locating the City's existing Public Utility Easements and in areas where none exist making recommendations of where they should be located.

City Administrator Amber Lewis discussed that when going through the IIP they found that it is not clear where the city does and does not have easements and that the point of this item is to get a process identified so that they could move forward with projects in the IIP.

Chair William Teten asked if the city had a database of city easements and City Administrator Amber Lewis stated that there was not.

Chair William Teten stated that the first step would be to find the public and property records that would identify easements back to the city's incorporation and then to work with LNV to get those overlaid on a city map.

City Administrator Amber Lewis suggested that the commission could make a recommendation for consideration by the City Council to go out for RFP for a title company or a company of that nature to do the research at the county on behalf of the city.

Chair William Teten further discussed that easement costs that are identified during this process may be material to the city.

Clark Wilson motioned to make a recommendation to City Council to study the development of an RFP to establish this information base for the city. William Teten seconded the motion.

William Teten clarified that the key is that the City Council will produce an RFP to find a title company or another third party title researcher to gather all existing easements that have been issued in favor of the city, either at the founding of the city or afterwards by individual landowners. Clark Wilson accepted the clarification.

Chair William Teten called for a roll call vote.

- **Chair William Teten – Yes**
- **Clark Wilson – Yes**
- **Jonathan Miller – Yes**
- **Ronald Hasso – Yes**

The motion passed 4-0.

7. Discussion and possible action to identify a Commissioner to research whether the City of Austin – Austin Energy has adhered to best management practices for their infrastructure in the City of Rollingwood.

City Administrator Amber Lewis discussed that Austin Energy has often come into the city and done work without notifying the city, and that Rollingwood is not aware of what practices they are following. She asked if someone on the commission would be willing

to take the lead on tracking down what the City of Austin has done in the past, and will be doing in the future within the city limits.

Chair William Teten stated that this seemed like it could be included in the master services agreement that the city has with the City of Austin and that they may be able to have the City of Austin do an internal audit.

City Administrator Amber Lewis agreed and stated that she would gather all the City of Austin documents and get them to whoever on the commission would like to run point on this project.

Jonathan Miller stated that he would take the lead on this task and that he has to leave at the conclusion of this item.

8. Update and discussion on the electronic water meter testing program.

City Administrator Amber Lewis gave an update on the status of the electronic water meter testing project.

9. Update and discussion on the fire hydrant testing and painting project.

Public Works Director David Brasich gave an update on the status of the fire hydrant testing and painting project. City Engineer Jay Campbell gave some additional information on this project.

The commission discussed scheduling for the September meeting and Chair William Teten stated that the next meeting would be on September 1, and that Ashley Wayman would send out a poll to determine the time.

ADJOURNMENT OF MEETING

The meeting was adjourned at 2:01 p.m.

Minutes Adopted on the _____ day of _____, 2020.

William Teten, Chair

ATTEST:

Ashley Wayman, City Secretary