



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

**Tuesday, December 05, 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, December 5, 2023 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

**Chris Meakin called the meeting to order at 5:35 p.m.**

**Present Members:** Chris Kirksey, Walt Roloson, Elizabeth Bray, Christopher Meakin, and Clark Wilson (virtually)

*Chair Jonathan Miller joined the meeting at 5:46 p.m.*

**Also Present:** City Administrator Ashley Wayman, Finance Director Abel Campos, City Secretary 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 minutes from the November 6, 2023 Utility Commission meeting

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

### **REGULAR AGENDA**

3. Discussion and possible action on a proposed amendment to the appeals process

City Administrator Ashley Wayman provided an overview of the proposed changes including payment, no confirmed leak appeals, and limits on the number of leak adjustments per time period. She discussed how this new process would apply to recently utility appeals.

Elizabeth Bray stated that she is not in agreement with the limitation of one leak adjustment per year. Walt Roloson concurred.

The Utility Commission discussed the time limitation and the responsibility of the homeowner.

City Council Liaison Phil McDuffee stated that he personally is in agreement with no time limitation and revisiting this issue after electronic meters are installed.

*Chris Meakin yielded the Chair to Jonathan Miller at 5:49 p.m.*

Chair Jonathan Miller stated that the attempt was to provide flexibility. City Council Liaison Phil McDuffee stated that he believes Council would send it back to the Utility Commission to fix the time limitation.

The Utility Commission discussed using the terms “consecutive two-month periods”, “the appeal month”, “highest use month” and “24-month period”.

City Administrator Ashley Wayman explained that change 1 is the removal of the cap on the number of leak adjustments which includes striking that sentence. Change 2 is the no confirmed leak category is reflective of up to two consecutive months of usage. Third, the 24-month limitation begins with the first appealed month for that water account.

**Chair Jonathan Miller moved to incorporate the changes outlined. Chris Kirksey seconded the motion. The motion carried with 6 in favor and 0 against.**

4. Discussion and possible action regarding the timing of the distribution of the cell phone survey

City Administrator Ashley Wayman discussed that the cell survey has been approved, the notification system has been updated, and that the City could send out the cell phone survey in January. The Utility Commission agreed.

5. Discussion regarding financial reports for Water and Wastewater funds through September 2023

City Administrator Ashley Wayman introduced Finance Director Abel Campos who presented unaudited balances of the Water fund and Wastewater fund from the end of the 2022-2023 Fiscal Year. The City Council has created a 6-month reserve for both funds. Finance Director Abel Campos compared budgeted amounts to unaudited actual amounts. He stated that both enterprise funds are in good shape.

Chris Meakin asked if this balance is available for meter replacements. City Administrator Ashley Wayman stated that the purchase of electronic meters has been budgeted for and we would like to do a rate study after digital meters are installed. The contract and financing will go to City Council in December.

The Utility Commission and City Administrator Ashley Wayman discussed what the balances would be available to address.

Elizabeth Bray asked for an update on the water infrastructure plan. City Administrator Ashley Wayman stated that City Council has selected a contractor, pre-construction meeting will be held in the next couple of weeks, and breaking ground should occur in January. The City website has a public notices section for communication regarding this project.

Elizabeth Bray asked if there was an incident on Timberline/Vale/Hatley today or yesterday. There has been work testing fire hydrants in the area.

Ms. Bray also requested a Google Fiber update. City Administrator Ashley Wayman plans to meet with them in January along with our engineers to coordinate timing for construction and full street road paving.

6. Discussion regarding future meeting dates

City Administrator Ashley Wayman stated that the next meeting will be February 6<sup>th</sup>.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 6:21 p.m.**

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

\_\_\_\_\_  
**Jonathan Miller, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**