



CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES

Tuesday, November 19, 2019

The Utility Commission of the City of Rollingwood, Texas met in a regular meeting open to the public in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on November 19, 2019 at 7:00 PM.

CALL ROLLINGWOOD UTILITY COMMISSION MEETING TO ORDER

1. Roll Call

Chairperson Teten called the meeting to order at 7:05 p.m.

Present Members: Chairperson William Teten, Clark Wilson, Jonathan Miller, Christopher Meakin and Andrew Zachary.

Also Present: Mayor Mike Dyson, City Administrator Amber Lewis, City Council Member Sara Hutson, Development Services Manager Carrie Caylor, and City Secretary Ashley Wayman.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes for the October 1, 2019 meeting.

Chairperson William Teten moved to approve the minutes for the October 1, 2019 meeting. Christopher Meakin seconded the motion. The motion passed 5-0.

PRESENTATIONS

3. Report from AWR regarding high bills, air in the water lines, electronic meters feasibility test, and strategy to decommission abandoned water lines.

Hal Lanham with AWR talked about the possible issue of air in the lines, an issue that has been reported recently among residents and seems to reappear during certain points in the summer. He suggested having an engineer install air relief valves at certain points in the system to test and see if this is what is happening. He took questions from the commission regarding air in the lines, air relief valves, cost and life span of the valves, and other benefits of air relief valves.

Hal Lanham also discussed the decommissioning of old water lines in the city and that he thinks that the most cost effective way to do this is to have a contractor come in and decommission lines. City Administrator Amber Lewis talked about the particular issues that the city has run into when trying to decommission lines on their own.

4. Discussion and possible action on a recommendation to City Council regarding a proposal from AWR for the testing and painting of the fire hydrants.

Item 5 was discussed before Item 4.

Hal Lanham explained that the fire hydrants in the city, as in most cities, have tended to be neglected. He talked about possible issues that can arise from the hydrants not being actuated on a proper schedule as well as the proposal from AWR to test and paint fire hydrants in the city.

Chairperson Teten motioned to make a recommendation to City Council to approve a proposal from AWR for the testing and painting on the fire hydrants subject to confirming that there is enough money budgeted. Christopher Meakin seconded the motion. The motion passed 5-0.

5. Discussion and possible action on a recommendation to the City Council on a proposal from AWR to perform an electronic water meter feasibility study in the City.

Hal Lanham talked about the Badger electronic meters that AWR has experience working with and that there have been few issues with these meters. He spoke on the benefits of these meters including the data that these meters can provide, the leak alert feature, and that meter readers are not required. He also spoke about the 120 day Badger meter testing period.

Mayor Michael Dyson spoke about the cost comparison between the current meters and system that the city is using and the new electronic meters and system. He explained that it would cause less strain on employee resources and provide for more accurate readings.

William Teton talked about the need for the city to do its due diligence on other types of electronic meters and systems. The commission voiced concerns about the unknowns about this process.

Randy Wilburn with Gilbert and Wilburn stated that he is also counsel for water district 10, which has chosen to go with the Badger meters. He spoke on the benefits and responsiveness that these meters allow, and about how the leak detection feature has been helpful. He suggested talking to some other districts that use this and other electronic water meter systems.

Hal Lanham reiterated that Badger is the company that AWR has found to be the best according to their research, and that this is a no-risk trial of these meters.

Jonathan Miller stated that he is in favor of accepting this trial package and continuing to research other items in the meantime.

Jonathan Miller motioned to make a recommendation to City Council to approve a proposal from AWR to perform an electronic water meter feasibility study in the City. Andrew Zachary seconded the motion.

The commission discussed when the meters would be installed if they were approved at the next Council meeting and when would be the best time to do this trial.

William Teten amended the motion to the City Council will pursue evaluating other options parallel with this test program. Jonathan Miller accepted the amendment. The motion passed 5-0.

REGULAR AGENDA

5. Discussion and possible action on a water bill appeal by Sam Attal for his property at 2612 Rollingwood Drive.

Sam Attal was unable to attend this meeting for his water bill appeal.

No action was taken.

6. Discussion and possible action on a utility bill appeal for 3218 Park Hills Drive.

A representative of JD Hunt construction stated that their utility bill came in high this past month though no water was being used. City Administrator Amber Lewis talked about how this water appeal came about as well as a water theft incident that is not related to this appeal.

Carrie Caylor, Development Services Manager, stated that JD Hunt had paid for an updated meter to be put in at this site before the water theft, a separate issue, in which a hose had been tied into a line, un-metered, occurred. This item will be dealt with through municipal court. The city offered to split the bill into two separate months, but the appellant was still concerned that this was more water than had been used.

The commission asked for more clarity on this water appeal, including a time line and more information on the meter that was installed, and for this appeal to be brought back next month, at the December 3rd Utility Commission meeting.

7. Review, discussion and possible action regarding a recommendation to City Council on a change to the City's Water Adjustment Policy and Procedures, within the current Utility Bill Appeals Process Policy.

City Administrator Amber Lewis explained that Sara Hutson had been working on this with Jackie Bob and she wasn't sure if she was ready to go back over this item with the Utility Commission.

Council Member Sara Hutson explained that Council didn't want to approve this item until wording was clarified and that this item will just go straight to Council.

8. Update and discussion on Public Works Director position.

City Administrator Amber Lewis explained that the position was posted to the TML and TPWA websites and that the City is seeking a volunteer from the commission to sit in on interviews. Jonathan Miller volunteered to be on the interview panel. She also summarized the submissions that had been received so far.

EXECUTIVE SESSION

9. Executive session pursuant to Texas Local Government Code Section 551.071 Consultation with Legal Counsel regarding the agreement by and between the City of Austin and the City of Rollingwood for the provision of wholesale water service.

The Utility Commission went into Executive Session at 8:34 p.m.

William Teton reconvened the meeting in Open Session at 8:48 p.m. where no action was taken.

REPORTS

10. Financials as of October 31, 2019

City Administrator Amber Lewis gave a brief overview of the financials as of October 31, 2019.

ADJOURNMENT OF MEETING

Chairperson William Teten called for adjournment at 8:51 p.m. Jonathan Miller motioned to adjourn. Andrew Zachary seconded the motion. The motion passed 5-0.

Minutes Adopted on the 3rd day of December, 2019.

ATTEST:

A Wayman
Ashley Wayman, City Secretary

Clark A. Wilson
~~William Teten, Chair~~
Clark Wilson, Acting Chair