



**CITY OF ROLLINGWOOD  
UTILITY COMMISSION  
MINUTES**

**Tuesday, June 04, 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, June 4, 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

**Chair Jonathan Miller called the meeting to order at 5:40 p.m.**

**Present Members:** Jonathan Miller, Chris Kirksey, Walt Roloson, Chris Meakin, and Elizabeth Bray (virtually)

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

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

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

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

**REGULAR AGENDA**

3. Discussion regarding AT&T and Verizon results from the cellular service survey

City Administrator Ashley Wayman discussed how the results were split between AT&T and Verizon responses. She stated that the City of West Lake Hills is considering sending the same survey to their residents.

The Utility Commission discussed and analyzed the survey results. They compared the results between the two carriers.

The Utility Commission discussed possibility of cellular micro networks, concern regarding emergency services and cellular service, and further options with leverage including neighboring cities.

4. Discussion and possible action regarding a policy for reimbursement to the City due to water main line breaks

Chair Jonathan Miller discussed that the subcommittee met and came up with some ideas. He stated that the goals included determining a responsible party and estimating water loss for reimbursement.

Assistant City Administrator Desiree Adair stated that this has been discussed with legal and that this would be invoiced separately from the utility bill.

The Utility Commission discussed responsible parties and the call before you dig law.

City Administrator Ashley Wayman discussed call before you dig requirements, types of permits, and contractor responsibility.

**Chair Jonathan Miller moved to approve and recommend this policy to the City Council. Chris Meakin seconded the motion. The motion carried with 5 in favor and 0 against.**

5. Update on the electronic water meter project

City Administrator Ashley Wayman reported that the project started yesterday and explained that you could expect to see the shipping container storage at the upper park. She stated that this project is expected to last one to two months.

City Administrator Ashley Wayman explained that at some point during the project, the City will plan to educate the public regarding the eye on water app.

Ms. Wayman discussed the policy for changes, breaks, and upgrades in water meters and the future cost of water meters to be discussed at a later date.

Elizabeth Bray asked if everyone in the City would be getting new water meters. City Administrator Ashley Wayman confirmed that everyone will be getting a new meter and that City Council voted that there will be no opting out.

6. Update on Water CIP Packages 1-4

City Administrator Ashley Wayman discussed that all of the cul de sacs are completed, the new PRV has been installed, and that the City will pick up on the hydrant testing after installation. She stated that the two drainage projects have started and Google Fiber will come in to lay lines in the next few weeks in the section of the City that will be paved in phase 1.

Ms. Wayman stated that the installation of Google Fiber is dependent upon the water project, could extend through 2025 and the availability for service is yet to be determined.

Chris Meakin inquired about a rate study. City Administrator Ashley Wayman stated that after the electronic meters are installed, the City is planning to budget for a water rate study in the next fiscal year.

City Administrator Ashley Wayman offered to bring more information about the water and wastewater funds.

Walt Roloson asked about the City's long-term water plan. Chair Jonathan Miller requested that City staff put this on a future agenda.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 6:20 p.m.

Minutes Adopted on the 3rd day of August, 2024.



Jonathan Miller, Chair

ATTEST:



Ashley Wayman, City Administrator

