



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Tuesday, February 01, 2022

Notice is hereby given that the Utility Commission of the City of Rollingwood, Texas will hold a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Tuesday, February 1, 2022 at 7:00 p.m. Members of the public and the Commission may participate in the meeting virtually, as long as a quorum of the Commission and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

Link: <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUINjNmK5RnJreIRFUT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 530 737 2193

Password: 9fryms

The public will be 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. If a member of the public is having difficulties accessing the public meeting, they can contact the city at awayman@rollingwoodtx.gov. Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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

PUBLIC COMMENTS

Citizens wishing to address the Utility Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Utility Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Utility Commission with regard to matters on the agenda will be received at the time the item is considered.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Utility Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the November 15, 2021 Utility Commission meeting

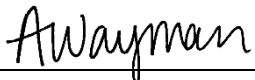
REGULAR AGENDA

3. Welcome new Utility Commission Members: Elizabeth Bray and Chris Kirksey
4. Discussion and possible action to elect a Chair of the Utility Commission
5. End of year recap of Utility Commission items and discussions from 2021
6. Update and discussion regarding ongoing projects, including Cellular Service issues in Rollingwood, the Commercial LUE Assignment Study, digital water meters, and the Water Capital Improvements Plan
7. Discussion regarding future items and topics to be addressed by the Utility Commission
8. Update and discussion regarding the City's Hybrid Meeting Policy

ADJOURNMENT OF MEETING

CERTIFICATION OF POSTING

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at www.rollingwoodtx.gov on Thursday, January 27, 2022 at 5:00 p.m.



Ashley Wayman, City Secretary

NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Utility Commission will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Local Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Local Government Code;
discussion of personnel matters pursuant to section 551.074 of the Texas Local Government Code;
real estate acquisition pursuant to section 551.072 of the Texas Local Government Code;
prospective gifts pursuant to section 551.073 of the Texas Local Government Code;
security personnel and device pursuant to section 551.076 of the Texas Local Government Code;
and/or economic development pursuant to section 551.087 of the Texas Local Government Code.
Action, if any, will be taken in open session.



CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES

Monday, November 15, 2021

The Utility Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Monday, November 15, 2021 at 7:00 p.m. Members of the public and the Commission were permitted to participate in the meeting virtually, as long as a quorum of the Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public was permitted watch this meeting live and have the opportunity to comment via audio devices at the link below. The public was also permitted to participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

Link: <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUjNjNmK5RnJrelRFUT09>

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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. A video recording of the meeting was made and was 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 7:05 p.m.

Present Members: Chair Jonathan Miller, Clark Wilson, Sam Attal, and Christopher Meakin.

Also Present: Assistant City Administrator Ashley Wayman and Utility Billing Manager Sharon Davis.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Utility Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the October 5, 2021 Utility Commission meeting

Clark Wilson motioned to approve the consent agenda. Christopher Meakin seconded the motion. The motion passed 4-0.

REGULAR AGENDA

3. Presentation, discussion and possible action regarding the Commercial LUE Assignment Study

Nelisa Heddin, with Nelisa Heddin Consulting, discussed the purpose of the Commercial Living Unit Equivalent (LUE) Assignment study. She discussed average residential water usage in the city, the purpose of winter averaging, and the pros and cons of different options for LUE Assignments.

Christopher Meakin stated that he would recommend going with Nelisa's recommendation with a scaled approach for those that would see a big increase due to this change.

The Commission and Nelisa Heddin further discussed the policy decisions to make regarding Commercial LUE Assignments.

Clark Wilson motioned to endorse the recommended to use 12-month historical usage, determined annually, with a minimum LUE of .5, and the use of the AWWA rates based on meter size for new customers or customers without 12 months of acceptable historical use. Sam Attal seconded the motion.

The motion passed 4-0.

Sam Attal discussed the state of the city's water system and the cost of fixing the system.

4. Discussion and possible action regarding a water meter upgrade policy

The Utility Commission discussed the electronic water meter testing program, and the electronic meters currently in the ground.

Assistant City Administrator Ashley Wayman discussed that the City Council did budget for this year's portion of the cost of electronic meters and that staff is ready to order electronic meters to replace mechanical meters in need of replacement.

The Commission and staff further discussed the electronic water meter testing program, Badger meters, the customer interface and capabilities of the electronic water meter software, the installation process, and the water meter upgrade policy.

Clark Wilson motioned to endorse the water meter upgrade policy as presented. Christopher Meakin seconded the motion. The motion passed 4-0.

The commission discussed their next regular meeting date and time.

Sam Attal further discussed the replacement of the water system in the city and Assistant City Administrator discussed the Water CIP that is supposed to be finished by the end of the year.

ADJOURNMENT OF MEETING

The meeting was adjourned at 8:15 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Jonathan Miller, Chair

ATTEST:

Ashley Wayman, City Secretary



Hybrid Meetings Policy

Scope

To set a policy for when and how Hybrid Public Meetings are held in the City of Rollingwood.

Background

From March 2020 through August 2021, public meetings were held via Zoom to advance the public health goal of limiting face-to-face meetings to slow the spread of COVID-19. In September 2021, the Governor's orders waiving certain sections of the Open Meetings Act that allowed Zoom meetings during this time were lifted. At the August 9, 2021 Special City Council meeting, the City Council directed city staff to implement a hybrid meetings system to allow some flexibility for Councilmembers, Board and Commission Members and the public to participate in meetings virtually.

Definition

Hybrid Meeting – a public meeting in which a quorum of the governing body as well as the presiding officer is physically present at the meeting location and one or more members of the governing body are in attendance virtually via videoconference. The meeting must meet all the requirements of the Texas Open Meetings Act, specifically Sec. 551.127 regarding Videoconference Calls.

Policy

- A. As technology permits, all City Council, Board and Commission meetings that are open to the public will have a virtual participation option for the public. If a technical issue causes a meeting to be unable to be accessed by the public for virtual participation, the meeting does not need to be canceled. If a member of the public is having difficulties accessing the hybrid meeting, they can contact Assistant City Administrator Ashley Wayman at awayman@rollingwoodtx.gov.
- B. Requests for virtual participation in a meeting for Councilmembers or Board and Commission Members will be granted if one of the following situations applies:
 - a. (Preferred) The member has requested to participate virtually at least 96 hours (4 days) before the scheduled meeting and it has been confirmed that a quorum will be physically present without the requesting member physically present.
 - b. (Extenuating Circumstances) The member has requested to participate virtually up to 2 hours before the meeting, no other hybrid requests have been denied, and it has been confirmed that a quorum will be physically present without the requesting member physically present.
 - c. If the regular presiding officer of the governing body requests to participate virtually, and it has been confirmed that a quorum will be physically present without the requesting member physically present, another presiding officer

must be secured before the request is approved.

- C. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical meeting location.
- D. The audio and video signals perceptible by members of the public at the location of the meeting must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting
- E. If at least one Councilmember or Board and Commission member is participating in a meeting remotely, and both audio and video feed is lost so that the public can no longer hear or see the proceedings, the meeting must be recessed until the issue is resolved and, if it is not resolved within 6 hours, the meeting must be terminated.
- F. All additional requirements of the Texas Open Meetings Act must be adhered to in the implementation of the hybrid meeting.

Hybrid Meetings Policy Updates

City staff will review this document periodically to ensure that it contains up-to-date information. Any potential changes or updates that materially alter this document will be brought to City Council for approval.