



## **CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA**

**Tuesday, January 06, 2026**

Notice is hereby given that the Utility Commission of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on January 06, 2026 at 5:30 PM. Members of the public and the Park Commission may participate in the meeting virtually, as long as a quorum of the Park 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 [mrodriguez@rollingwoodtx.gov](mailto:mrodriguez@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 December 2, 2025 Utility Commission meeting

## **REGULAR AGENDA**

3. Discussion and possible action to elect a Chair of the Utility Commission
4. Discussion and possible action regarding the commissioning of a rate study for the City of Rollingwood's water utility system
5. Discussion on possible improvements to cellular service

## **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](http://www.rollingwoodtx.gov) prior to 5:00 p.m. on January 30, 2025.

*Makayla Rodriguez*

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



## CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES

**Tuesday, December 02, 2025**

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 December 2, 2025. Members of the public and the Utility Commission were able to participate in the meeting virtually, as long as a 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 5:31 p.m.**

**Present Members:** Chair Jonathan Miller, Sam Attal, Chris Kirksey, Walt Roloson, and Clark Wilson

**Also Present:** City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, 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 November 4, 2025 Utility Commission meeting

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

### **REGULAR AGENDA**

3. Discussion and update regarding the City's Capital Improvement Projects

City Administrator Alun Thomas reported that the Water CIP project is nearly complete, with only a few remaining items related to street paving and the Hubbard/Hatley drainage

project. He continued to discuss the details of the Mill and Overlay project and that it would soon begin.

4. Discussion on possible improvements to cellular service

Assistant to the City Administrator Lindsay Saenz stated that City staff are meeting with the Toro Blanco Group tomorrow and will be able to provide an update at the next meeting.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 5:39 p.m.**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

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**Jonathan Miller, Chair**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 6, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action to elect a Chair of the Utility Commission

**Description:**

Each year, in accordance with Code Section 2-195 of the Code of Ordinances, the Utility Commission shall elect a Chairperson to serve for one calendar year.

**Action Requested:**

To elect a member as Chair of the Utility Commission.

**Fiscal Impacts:**

No fiscal impacts

**Attachments:**

None

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 6, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action regarding the commissioning of a rate study for the City of Rollingwood's water utility system

**Description:**

During the December 27, 2025 meeting, City Council discussed the need for the City to conduct a rate study for its water utility system, noting that it has been several years since the last one was conducted. Council directed that staff present this request to the Utility Commission for discussion and possible recommendation to Council.

Regular reviews of water rates allows the City to assess changes in system operating and maintenance costs, allocation methodologies for both capital and operating costs, customer classes, usage rate pricing tiers, and consumption patterns.

Typically, the City would issue a Request for Qualifications (RFQ) for such services. The scope of work for the RFQ would outline specific tasks, including reviewing customer class profiles, consumption patterns, and growth associated with providing water to all customers; reviewing current rate methodology and validating that the proposed rates will generate sufficient revenues to fully fund operations, maintenance, replacements, capital improvements, equipment purchases, and existing debt service obligations and meet current and future financial performance measures.

**Action Requested:**

To consider recommending the issuance of a Request for Qualifications (RFQ) for a water rate study

**Fiscal Impacts:**

The City currently has \$5,000 budgeted for a water rate study under line item 200-5-60-5271 in its Fiscal Year 2025-2026 budget. If approved, the fiscal impact on the City is expected to be within this budgeted amount.

**Attachments:**

- Draft RFP - Water Rate Study



# Request for Proposals

## Water Rate Study

City of Rollingwood, Texas

City of Rollingwood  
403 Nixon Drive  
Rollingwood, TX 78746  
Phone: 512-327-1838

RFP Release Date – **XXXXXX**

RFP Due Date – **XXXXXX**

## **Overview**

The City of Rollingwood invites qualified professional firms to submit proposals to conduct a cost of service rate study for the City's water utility and recommend changes to the rate structure and rate adjustments to fully cover all costs associated with providing water service, including costs required to operate the City's distribution system, the contract cost with Austin Water, and the administrative costs incurred by the City in managing this utility.

## **Background**

The City of Rollingwood is located directly adjacent to the city limits of Austin and West Lake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

The City of Rollingwood purchases water from Austin Water for distribution within Rollingwood's jurisdictional boundaries. The City has approximately 550 customers.

## **Scope of Work**

In preparing a response to this Request for Proposals (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected Consultant.

1. Services to be performed by the Consultant
  - a. Meet with the Utility Commission and City Council to go over expectations and get public input before development of the proposed rate structure.
  - b. Meet with City Staff members to collect and review available information and review the methodology to be used in the development of the recommended rate structures for water services.
  - c. Review historical account and operational cost information and calculate future costs for a five (5) year study period including consumption, capacity and operational forecasts.
  - d. Identify and prioritize Capital Improvement funding needs for a Five-Year CIP budget and facility improvement plans, and other supplemental improvements that the City may deem warranted.
  - e. Develop a forecast of annual revenue requirements.
  - f. Recommend a rate structure that will generate the level of revenue needed, with a distribution of those costs on an equitable basis by customer category. Provide "sample

bills" for all customer categories illustrating recommended rates, and compare those rates to existing rates.

- g. Work with staff to provide a timeline and sample letter in accordance with all state and federal laws providing for notice of water rate increase, if proposed and subsequently adopted.
2. Timeline Requirements
  - a. The Consultant shall begin work by **XXXXXX** with a completion date of no later than **XXXXXX**.
3. Reporting and Communication
  - a. The Consultant shall meet periodically during the on-site field work process with the City Administrator, Finance Director, Utility Billing Manager, and Public Works Director to discuss issues, concerns, preliminary findings and recommendations.
  - b. The consultant will provide regular updates to the City regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.
  - c. Prior to issuing their final report, the consultant will meet with the City Administrator, Finance Director, Utility Billing Manager, and Public Works Director to review the draft report and recommendations to be presented to the Utility Commission and City Council.
4. Other Considerations
  - a. All working papers, reports, and records relating to the work performed under the Professional Services Agreement will be property of the City of Rollingwood and will be delivered upon completion.
  - b. The consultant shall be required to attend at least two (2) Utility Commission meetings and one (1) City Council meeting to present the rate study and answer any questions either body may have regarding the study or recommendations.

## **Proposal Content**

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. **Scope of Work and Schedule:** Discuss each task outlined in the "Scope of Work" section above with a cost estimate and cost proposal for the project including a breakdown of costs by each task requested in service to be performed. Include a scope of work and schedule of completion.
3. **Qualifications:** Describe the firm's resources, experience and capabilities as follows:
  - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.
  - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.

- c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
- d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
4. **References:** Identify at least two (2) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.
5. **Additional Data:** This section shall be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

## **Proposal Submittal**

To be considered, please submit six (6) hard copies and one (1) electronic copy, on a USB drive, of your proposal to:

City of Rollingwood  
Attn: City Secretary  
403 Nixon Dr.  
Rollingwood, TX 78746

The exterior of the envelope containing the proposal must prominently display the words "Water Rate Study RFP Response."

Proposals received after the RFP due date will not be considered.

Questions regarding this proposal may be directed to Makayla Rodriguez, City Secretary, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: [mrodriguez@rollingwoodtx.gov](mailto:mrodriguez@rollingwoodtx.gov)

## **Review and Selection Procedure**

The Utility Commission will evaluate each proposal at the **XXXXXX** Utility Commission Meeting, and make a recommendation to the City Council, who will make the final selection during its **XXXXXX** Meeting. The following evaluation criteria shall be used in selecting a Consultant:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with applicable State and Federal laws;
5. Knowledge of local issues in the City of Rollingwood and the surrounding region;
6. Proposed schedule and ability to meet applicable deadlines;
7. Overall responsiveness to this RFP.

Please note that the ability of the Consultant to complete the overall project according to all the stated selection criteria will be considered. The lowest cost proposal will not necessarily be selected.

The City of Rollingwood reserves the right to reject any and all proposals and to waive any informality in proposals received.

## **Insurance Requirements**

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.

## **AGENDA ITEM SUMMARY SHEET**

### **City of Rollingwood**

**Meeting Date: January 6, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Discussion on possible improvements to cellular service

**Description:**

City Staff met with the Toro Blanco Group in December to explain internet complications within the City of Rollingwood.

**Action Requested:**

No action

**Fiscal Impacts:**

N/A

**Attachments:**

- The Toro Blanco Group Packet



# THE TORO BLANCO GROUP

DESIGN DRIVEN CONNECTIVITY

2025

TORO BLANCO GROUP



## ABOUT US

The Toro Blanco Group deploys, owns, and operates 4G & 5G Small Cell and Mini-Macro infrastructure in challenging environments.

We design intricate solutions for unique streetscapes and demanding power and fiber environments, including historically significant districts.

Toro Blanco is committed to expanding the reach of 5G networks into difficult areas and lowering deployment costs.

TORO BLANCO GROUP

Toro Blanco enables 5G connectivity in difficult areas.



# THE FRENCH QUARTER

New Orleans, LA

Toro was first to deploy 5G nodes in the French Quarter thanks to our unique design solutions, marking a major achievement in a demanding, historic environment.

With our distinctive solutions, Toro can expand 5G nodes even in areas as historically intricate as the French Quarter.

With over 100 existing Small Cell and Mini-Macro nodes throughout New Orleans' Historic and Central Business Districts, we can collocate on day one, paving an easy solution to a complicated deployment.

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*\*Pictured above is one of the historic gas lamp style Small Cells Toro deployed in the French Quarter*

TORO BLANCO GROUP

Versatility &amp; Problem-Solving

# THE TORO ADVANTAGE

Toro Blanco was **first** to deploy 5G nodes in the French Quarter.

With over 100 Mini-Macro and Small Cell nodes throughout New Orleans' Historic and Central Business Districts, we light up the **complicated** areas so you can focus on your wider scale deployment as a whole.

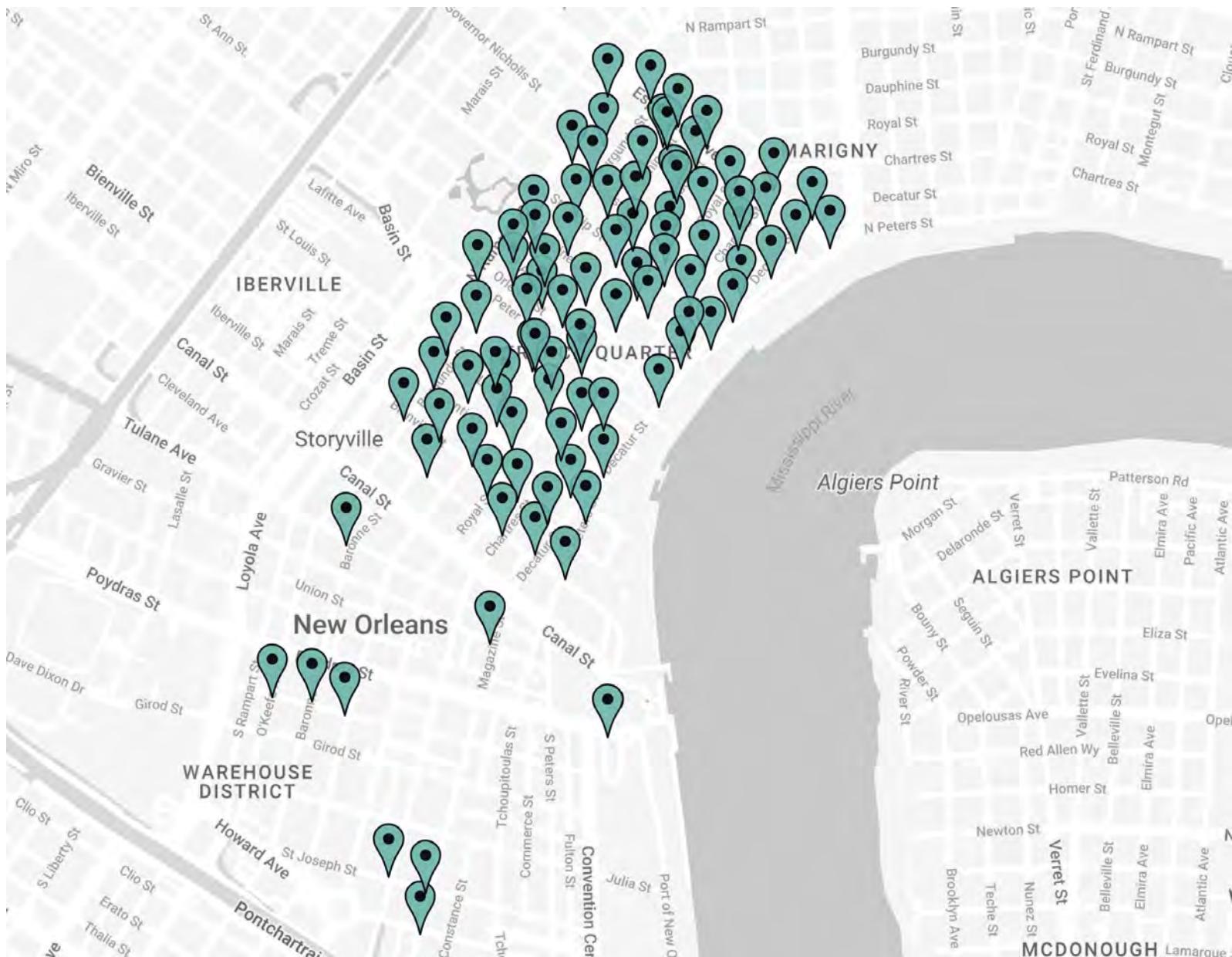


Toro Blanco has **4G & 5G Small Cells, Mini-Macro, Macro** and **O-DAS** solutions in complicated, historically sensitive environments. We are constantly innovating and gaining approvals for designs in tough markets throughout the U.S.

TORO BLANCO GROUP

# COLOCATION IN THE HEART OF NOLA

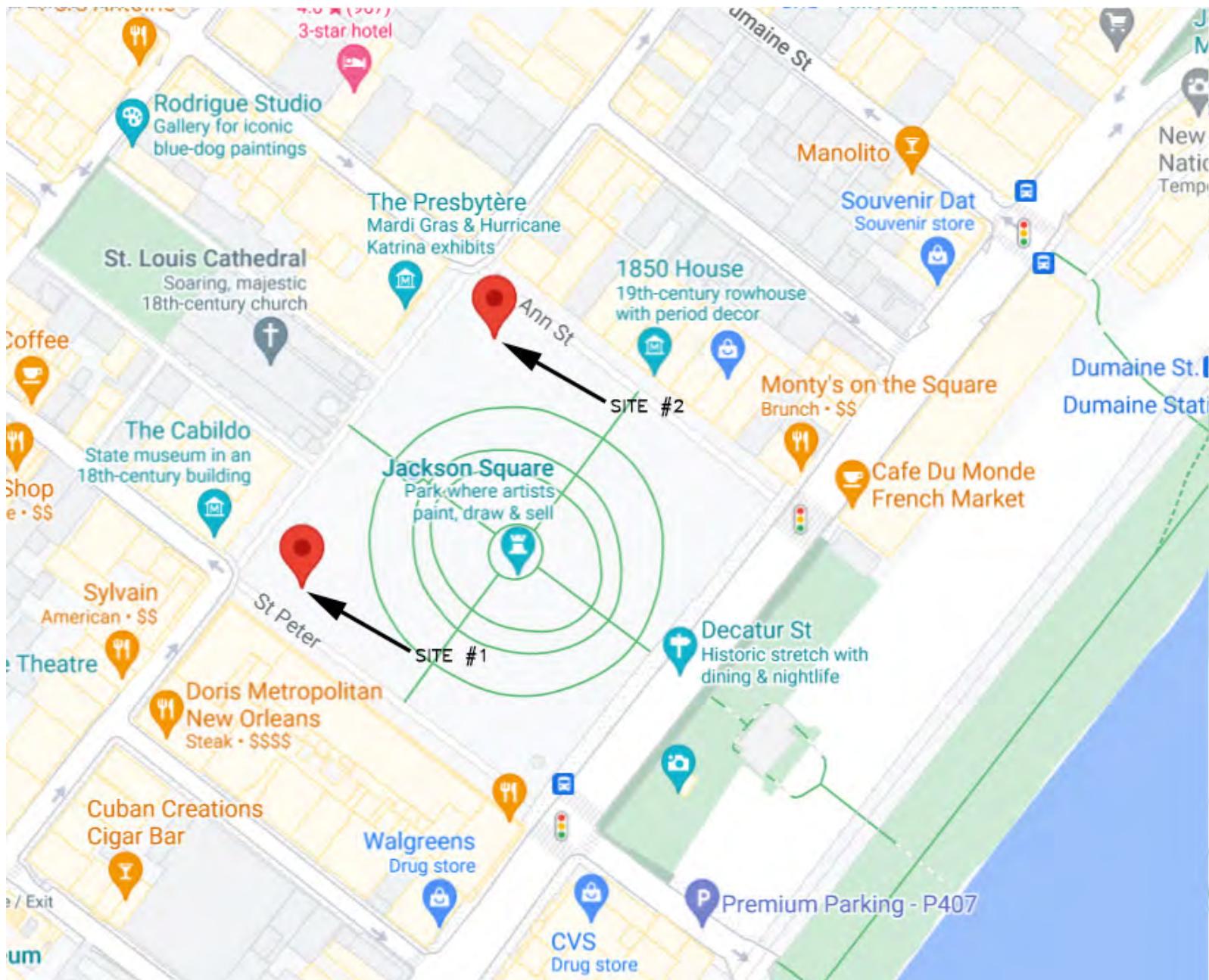
## Dedicated Nodes in Historic New Orleans



We present colocation in the French Quarter, CBD, and other historic districts, ensuring effective coverage without disturbing the locale's heritage.

TORO BLANCO GROUP

# MINI-MACRO NODES: JACKSON & LAFAYETTE SQUARES



Toro Blanco's 50.00' mini-macro nodes offer strategic colocation in Jackson Square and Lafayette Square, bridging coverage gaps in crucial locales.

TORO BLANCO GROUP

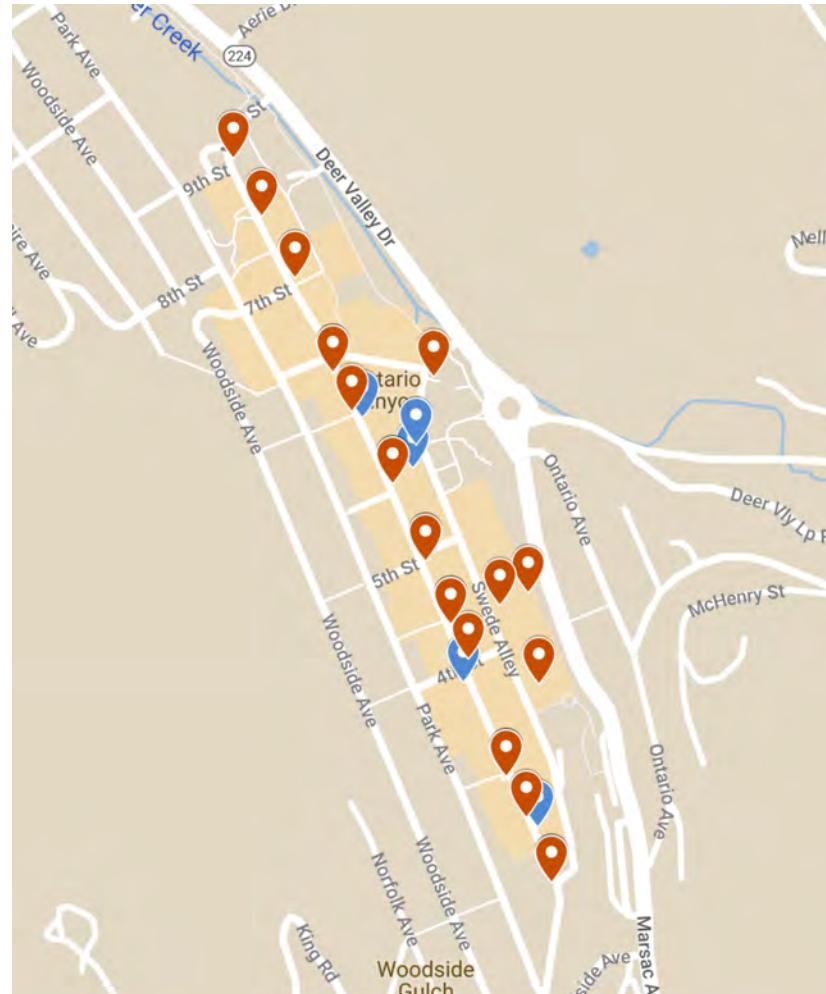
An innovative approach to outdoor connectivity in select historic areas.

# PARK CITY MAIN STREET

## Park City, UT

Like the French Quarter, Small Cell deployments on Main St in Park City, UT have been on hold for years. Rightfully so, the City and residents have concerns about the aesthetics of single carrier installations littering the most historic and intentionally designed street in town.

Park City initially approached Toro for help with design standards in November of 2020. Over almost two years Toro worked with the City to craft a plan for an Outdoor Distributed Antenna System to replace any need for Small Cells in their downtown, at no expense to the City.

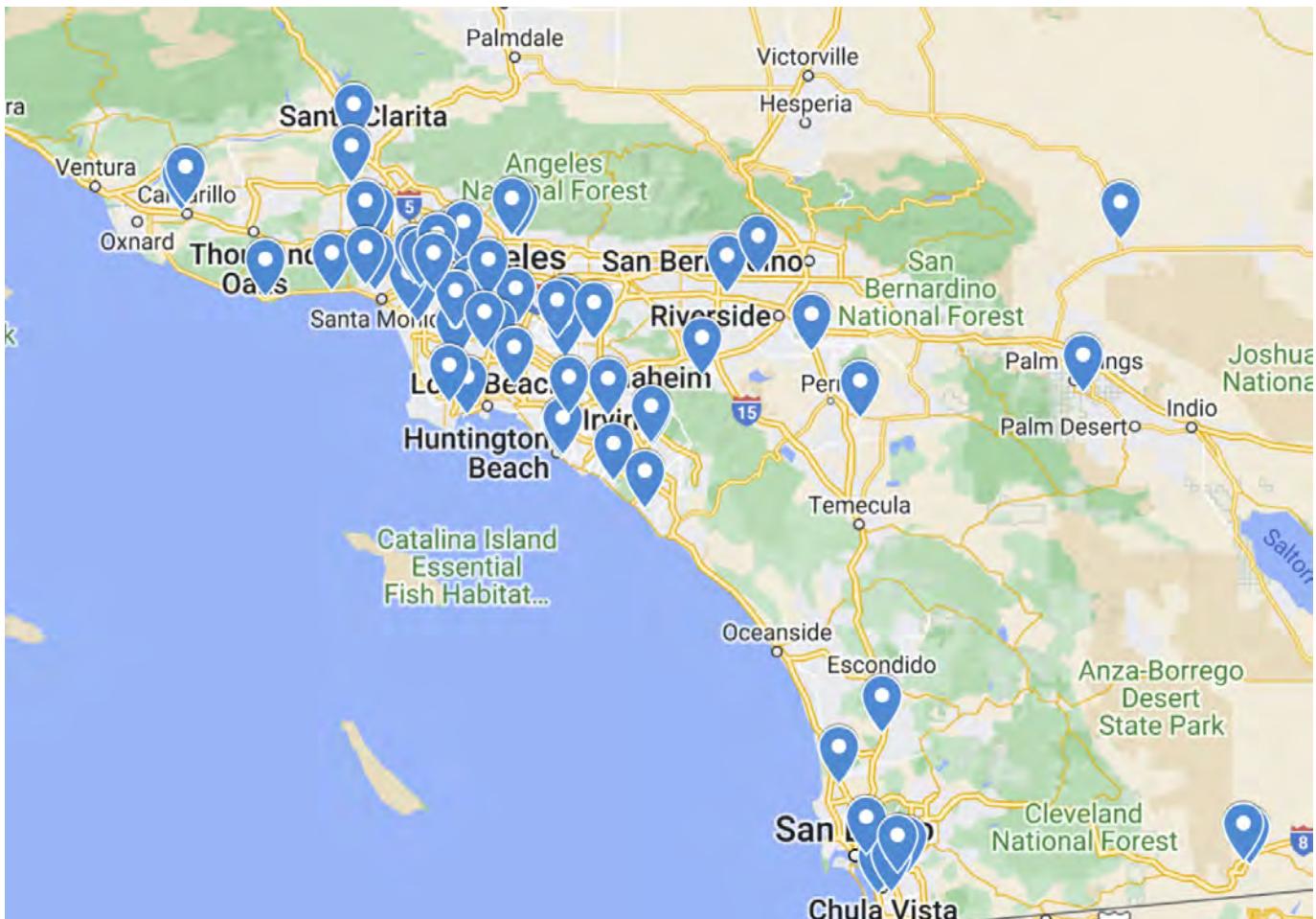


TORO BLANCO GROUP

Innovative ROW based macro replacement solutions.

# SoCal Mini Macro

## Southern California



Areas like Southern California pose unique challenges to both Macro and Small Cell deployments. Here at Toro Blanco Group we have innovated on multiple levels to provide blended approaches to traditional Macro style deployments in the Public ROW. Giving the carriers the coverage necessary while accomodating local standards and design restrictions.



# WORKING TOGETHER

## Driving the 5G Future

*Contact:*

Terry Cope  
Managing Partner  
[terry@toroblanCogroup.com](mailto:terry@toroblanCogroup.com)  
M: 678.818.3797

Zack Hodgin  
Managing Director  
[zack@toroblanCogroup.com](mailto:zack@toroblanCogroup.com)  
M: 828.260.6238

Toro Blanco's expertise includes unique solutions for Small Cells, Mini-Macros, and DAS networks and an opportunity to accelerate the deployment of its 5G network.

We'd like to discuss how we can support and partner.