



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Tuesday, April 04, 2023

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 April 04, 2023 at 5:30 PM. Members of the public and the Utility Commission may participate in the meeting virtually, as long as a quorum of the Utility 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=QmNUbmZBQ1lwUjNjNmM5RnJreIRFUT09>

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 dadair@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 February 7, 2023 Utility Commission meeting

REGULAR AGENDA

- 3. Discussion and possible action on the cellular service survey questionnaire and the methods of distribution
- 4. Update on the Water Capital Improvements Plan

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 at **5:00 p.m. on Friday March 31, 2023.**

Desiree Adair
Desiree Adair, 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, February 07, 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, February 7, 2023 at 5:30 PM. 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 5:33 p.m.

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

Also Present: City Administrator Ashley Wayman, Council Member Phil McDuffee, City Secretary Desiree Adair and Utility Billing Manager Veronica Hernandez

Present Virtually: Assistant to the City Administrator Makayla Rodriguez

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 regarding the minutes from November 1, 2022 Utility Commission meeting

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

REGULAR AGENDA

Chair Jonathan Miller called up item 4 at this time.

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

City Administrator Ashley Wayman explained that this is an annual requirement for the Utility Commission.

Clark Wilson moved to elect Jonathan Miller Chairman for 2023. Sam Attal seconded the motion. The motion passed with 5 in favor, 0 against, and 1 abstention - Jonathan Miller.

4. Discussion and possible action on a utility bill appeal for 2602 Pickwick

Will Petty, 2602 Pickwick Lane, discussed discovered leaks at his property. Mr. Petty provided a history of leak detection at his property. He asked the Utility Commission for an adjustment on his bill due to two leaks.

Sam Attal joined the meeting at this time.

The Utility Commission asked questions of Mr. Petty regarding the timing and magnitude of the leaks. They also asked about the timing of communication with the City regarding leaks and repairs.

Utility Billing Manager Veronica Hernandez explained the leak adjustment offer for August, September, and October. The Utility Commission asked for the status of the account today, and specific monthly bills for August, September, and October.

The Utility Commission discussed the timing of requesting leak adjustments and the timing of the Commission being able to provide relief. They reviewed the average consumption for the property.

Chris Kirksey moved that the adjustment include the months of May, June, and July in addition to August, September, and October, 2022. Clark Wilson seconded the motion. The motion carried with 6 in favor and 0 against.

Chair Jonathan Miller returned to item 3 at this time.

5. Discussion and possible action regarding language for a cellular service and coverage survey

The Utility Commission discussed the reasons for the survey, setting expectations, and the proposed questions.

Council Member Phil McDuffee, 4711 Timberline Drive, discussed setting expectations regarding if there is a possible solution while waiting for technology to improve.

The subcommittee would like to review the survey questions for the next meeting. City Administrator Ashley Wayman explained options for how the survey could be distributed.

Clark Wilson moved that the subcommittee, after revising the language, have the authority to send it to the City Council for their review. Elizabeth Bray seconded the motion. The motion passed with 6 in favor and 0 against.

6. Update regarding the return to assessing late fees for delinquent utility bills

City Administrator Ashley Wayman explained the return to assessing late fees for delinquent utility bills and the collection of outstanding utility accounts since Utility Billing Manager Veronica Hernandez began working for the City. There is now an account close out process that has been successful.

The Utility Commission asked questions about how much time is given to pay utility bills and about the account closure process.

The Utility Commission and City Administrator Ashley Wayman discussed the effects of the winter storm and the ability to clean up the debris. Elizabeth Bray thanked the City staff for communication during the winter storm.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:31 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Jonathan Miller, Chair

ATTEST:

Desiree Adair, City Secretary

Draft Survey Questions – Cellular Service in Rollingwood

1. Name **(Text Box)**
2. Address **(Text Box)**
3. Cell phone carrier **(Text Box)**
4. Quality of service inside your house **(1-5, 5 being the best)**
5. Quality of service outside your house **(1-5, 5 being the best)**
6. Do you have any indoor solutions (cell service extenders, boosters, other equipment) currently?
(Yes/No)
7. If so, has it improved your cell service quality? **(Yes/No) (Only shown if answered “Yes” to question 6)**
8. Do you use Wi-Fi calling and has it worked when within range? **(Yes/No)**
9. Do you experience cell service interruptions in certain areas of the city? **(Yes/No)**
10. If so, please explain with detailed location information. **(Text Box) (Only shown if answered “Yes” to question 9)**
11. If it is possible to do so, would you like the city to pursue improved cellular service options?
(Yes/No)
12. If so, would you support the city investing in possible resources discovered? **(Yes/No) (Only shown if answered “Yes” to question 11)**
13. Please share any additional feedback or suggestions you have regarding cell service in Rollingwood. **(Text Box)**