



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Tuesday, December 02, 2025

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 December 02, 2025 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. 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 4, 2025 Utility Commission meeting

REGULAR AGENDA

3. Discussion and update regarding the City's Capital Improvement Projects
4. 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 prior to 5:00 p.m. on November 24, 2025.

Makayla Rodríguez

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, November 04, 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 November 4, 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 5:32 p.m.

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

Also Present: City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Utility Billing Manager Veronica Hernandez, and Council Member Phil McDuffee

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the October 7, 2025 Utility Commission meeting

Clark Wilson moved to approve the meeting minutes. Walt Roloson seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Discussion regarding intent to continue to serve on the Utility Commission

City Secretary Makayla Rodriguez discussed the members whose term will expire in December 2025.

4. Discussion of 2024 Consumer Confidence Report as prepared by Crossroads Utility Services

Ben Ingallina of Crossroads Utility Services gave an overview of the annual Water Quality Report.

Members of the Utility Commission and Mr. Ingallina discussed and asked questions regarding TCEQ standards, lead and copper testing procedures, trihalomethane and haloacetic acid levels, nitrate levels, and how water samples are selected. The Commission thanked Ben Ingallina for his presentation.

5. Discussion and possible action on a utility bill appeal for 104 Kristi Drive

Utility Billing Manager Veronica Hernandez discussed additional attachments that were submitted regarding the utility appeal by staff and Mr. Van Winkle.

Chair Jonathan Miller discussed the details of the appeal and stated that City contractors completed work on Kristi Drive on November 20, 2024, and that the leak began on December 20, 2024. Members of the Utility Commission asked questions regarding the timeline of the leak, water loss, and submitted documents from the previous meeting.

Clark Wilson moved to recommend to City Council to provide full relief to Mr. Van Winkle based on the reasonable evidence that the contractor damaged his pipe, he found it a few weeks later, and that he is not responsible for damage and therefore the loss of water. Walt Roloson seconded the motion.

Chris Kirksey mentioned that there was freezing weather on December 2024 that could have caused a pipe to burst.

The motion carried with 6 in favor and 0 against.

6. Discussion and update regarding Water CIP Bond Program Packages 1-4

Development Services Manager Nikki Stautzenberger stated that City contractors are nearing completion of the Water CIP improvements and that street paving will begin once the contractors finish their work.

Elizabeth Bray and Ms. Stautzenberger discussed issues with distributed door hangers, CIP website updates, and the street paving process and timeline.

7. Discussion on possible improvements to cellular service

Development Services Manager Nikki Stautzenberger stated that staff has reached out to AMSTAR Inc. and are waiting to hear back.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:28 p.m.

Minutes adopted on the _____ day of _____, 2025.

Jonathan Miller, Chair

ATTEST:

Makayla Rodriguez, City Secretary