



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Tuesday, March 04, 2025

Notice is hereby given that the Park 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 March 04, 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 December 3, 2025 Utility Commission meeting

REGULAR AGENDA

- 3. Discussion and possible action to elect a Chair of the Utility Commission
- 4. Update, discussion and possible action regarding a policy for grinder pump maintenance and replacement
- 5. Discussion and possible action regarding updates to the Utility Bill Appeals 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 at 5:00 p.m. on Friday, February 28, 2025.

Makayla Rodriguez

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 03, 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 December 3, 2024. 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, Elizabeth Bray, Chris Kirksey, Christopher Meakin, and Clark Wilson

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, 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 November 7, 2024 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 regarding intent to continue serving on the Utility Commission

City Administrator Ashley Wayman explained that Sam Attal, Chris Kirksey, and Walt Roloson have reached the end of their term of service on the commission. She explained

that their request for reappointment will go to City Council for consideration at their next meeting.

4. Report and discussion on a financial overview of the water and wastewater funds

City Administrator Ashley Wayman gave an overview of the water and wastewater funds from the current and previous fiscal year. She discussed expenditures, revenues, and reserves.

The Utility Commission asked questions of Ms. Wayman regarding the water fund.

City Administrator Ashley Wayman stated that she would like to have a water rate study next year.

City Administrator Ashley Wayman and the Utility Commission discussed the e-meters and water restrictions.

5. Discussion and possible action on strategies to increase participation for the EyeOnWater Customer Portal

City Administration Ashley Wayman shared the efforts made by staff to increase participation on the EyeOnWater Customer Portal.

The Utility Commission shared ideas to increase participation. They discussed additional messaging, leak alerts, and the leak adjustment policy.

6. Update, discussion and possible action regarding a policy for grinder pump maintenance and replacement

City Administrator Ashley Wayman updated the Utility Commission with information regarding grinder pumps and grinder pump maintenance from last month.

The Utility Commission asked questions of Ms. Wayman regarding grinder pumps, city involvement, and grinder pump maintenance.

Ashley Wayman and the Utility Commission discussed grinder pumps and shared ideas on how to better manage grinder pump expenses.

Council Member Phil McDuffee stated that other municipalities charge monthly fees to maintain grinder pumps as well as discussed property topography and possible solutions.

The Utility Commission discussed possible recommendations to City Council. City Administrator Ashley Wayman stated that proper notice would be given to residents if changes were made. The Utility Commission continued to discuss ideas.

Chris Kirksey moved to submit four options to City Council; maintain the status quo, propose a \$20 payment by the owner, propose a \$10 payment by the owner, or table the item until the rate study. Clark Wilson seconded the motion. The motion carried with 4 in favor and 1 abstention (Meakin).

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:27 p.m.

Minutes adopted on the _____ day of _____, 2024.

Jonathan Miller, Chair

ATTEST:

Makayla Rodriguez, City Secretary