



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Tuesday, February 07, 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 February 07, 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 regarding the minutes from November 1, 2022 Utility Commission meeting

REGULAR AGENDA

3. Discussion and possible action to elect a Chair of the Utility Commission
4. Discussion and possible action on a utility bill appeal for 2602 Pickwick
5. Discussion and possible action regarding language for a cellular service and coverage survey
6. Update regarding the return to assessing late fees for delinquent utility bills

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 February 3, 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 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

Tuesday, November 01, 2022

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, November 1, 2022 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 5:28 p.m.

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

Also Present: Council Member Phil McDuffee, City Administrator Ashley Wayman, City Secretary Desiree Adair and 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 on the minutes from the September 6, 2022 Utility Commission meeting

Clark Wilson moved to accept the minutes. Chris Kirksey seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Welcome Walt Roloson as new Utility Commission member

The Utility Commission welcomed Walt Roloson, and Walt introduced himself.

4. Introduction of new Utility Billing Manager Veronica Hernandez

City Administrator Ashley Wayman introduced Veronica Hernandez as the new Utility Billing Manager. The Utility Commission welcomed Veronica, and thanked Makayla for her interim service.

Elizabeth Bray asked about credit card payment options for utility bills. City Administrator Ashley Wayman stated that credit card payment is an option for payment.

5. Discussion and possible action to schedule regular Utility Commission meeting times for 5:30 p.m.

Chair Jonathan Miller introduced the item explaining that it is a change from the prior time of 7:00 p.m.

Chair Jonathan Miller moved to change the start time of the Utility Commission meeting to 5:30 p.m. Elizabeth Bray seconded the motion. The motion carried with 6 in favor and 0 against.

6. Discussion of intent to continue to serve on the Utility Commission

City Administrator Ashley Wayman explained that this item is brought annually to determine who would like to continue to serve. Members serve 2-year staggered terms. This year, three members are up for renewal. Everyone present indicated that they intend to continue to serve.

7. Update on Verizon and AT& T cellular service and coverage in Rollingwood

Chair Jonathan Miller explained the issues with cellular service and coverage in the City of Rollingwood.

City Administrator Ashley Wayman discussed her conversations with Verizon. Verizon representatives stated that they have done a study in our area and determined that there is “fair” service outdoors and “poor” service indoors. She is working with them to obtain resources for residents, and will continue conversations with Verizon. She is exploring the idea of a real estate inquiry form in regards to a tower.

The Utility Commission discussed a survey with sending results directly to Verizon from customers. Elizabeth Bray thought that collective feedback from residents might help with finding solutions. The Commission discussed email, text, social media, website, and paper options for a survey as well as potential questions.

City Administrator Ashley Wayman discussed reaching out to surrounding communities in order to partner to work with cellular companies.

The Utility Commission created a survey subcommittee to determine questions for the survey. Volunteers for the survey subcommittee included Phil McDuffee, Chair Jonathan Miller, and Elizabeth Bray.

ADJOURNMENT OF MEETING

The meeting was adjourned at 5:46 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Jonathan Miller, Chair

ATTEST:

Desiree Adair, City Secretary

ROLLINGWOOD TEXAS

Rollingwood Utility Department Leak Adjustment Request Form

1/13/23
+ sent
Mr. Petty email
of leak adjust. *AK*

Name on Account: William / Annere Petty
Service Address: 2602 Pickwick Lane
Account Number: [REDACTED]
Phone Number: 512-799-5575
Email Address: Texasflavorchaser@gmail.com

Total Contested Amount: Portion from May 2021 to Oct 2022

Description:

Discovered a major Pool leak that was
causing 4+ inch a day loss. we did not realize
we had a leak due to our Automatic Pool filler.

After the city did an inspection, we called American
leak detection. It took two visits to totally determine all
leaks. they have been repaired.
Consumption Months for which an adjustment is being requested: May 2021 to October 2022

☒ Seeking adjustment to Winter Average? (Months of November through March)

Date of Repair: October 2022 + Jan 2023

Explanation of Repair: Replaced two skimmers first. Then closed
off Intake return line to mitigate leaking

☒ Proof of repair attached

Note: if there is no proof of leak and subsequent repair, an Appeal for a bill adjustment will have to be made to the Utility Commission.



**AMERICAN
LEAK
DETECTION**

THE ORIGINAL LEAK SPECIALISTS™

American Leak Detection of San Antonio
31134 Interstate 10 West
Boerne, TX 78006

4.

Phone: (830) 981-9516

Fax: (830) 981-4293

Each office Independently Owned/Operated

Bill to
Will Petty
2602 Pickwick Lane
Austin, Tx 78746

Ship to
Will Petty
2602 Pickwick Lane
Austin, Tx 78746

Quote #: q18708

Quote Date: 11/16/2022

To proceed, please sign and return by email to southcentraltx@americanleak.com. Acceptance of this quote does not guarantee automatic scheduling of work. Our office will contact you upon receipt of approval and to obtain deposit information, if needed, and to schedule work. This quote expires 30 days from the Quote Date listed above.

I understand and approve the scope of work in the description below and approve the work to be completed at the amount quoted.

I understand that a deposit is required in order for work to be scheduled, for most jobs. A credit card number on file can be taken as the deposit and will only be charged the day before testing.

I understand that any change of the scope of work, may result in a change of quote amount.

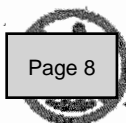


Authorization and Acceptance

Item	Description	Price
DP	The Pool & Leak Detection that we did on October 3, 2022 (WO 32553), found both of the skimmer bodies to be cracked and leaking. Our repair recommendation was for a permanent repair that consisted of both skimmers being changed out. The homeowner had others from another company do the repairs. If ALD returns and the loss of water is due to the previous issues found, there will be a service charge of \$175.00.	\$175.00
Total:		\$175.00

Arthur James Osborne, Jr.
License #RMP-5050
Texas State Board of Plumbing Examiners
P.O. Box 4200
Austin, TX 78765
Ph#1-800-845-8584

www.americanleakdetection.com/sanantonio
www.americanleakdetection.com/austin



POOL SERVICE CALL

Customer Information

Customer Name	Will Petty
Work Order #	35350
Date	Jan 4, 2023
Testing Address	2602 Pickwick Lane, Austin, TX 78746
Phone Number	(512)799-5575
Payment Type	No Charge
Technician's Name	Cody King by cp

TESTING

Description of Testing

Original testing found the pool losing 4+" per day. We found both skimmer bodies to be leaking. The homeowner had the skimmers both change out and continued to experience water loss above evaporation rates.

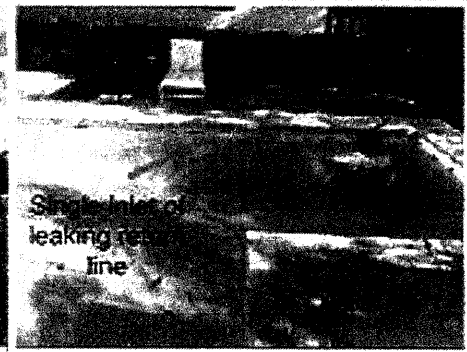
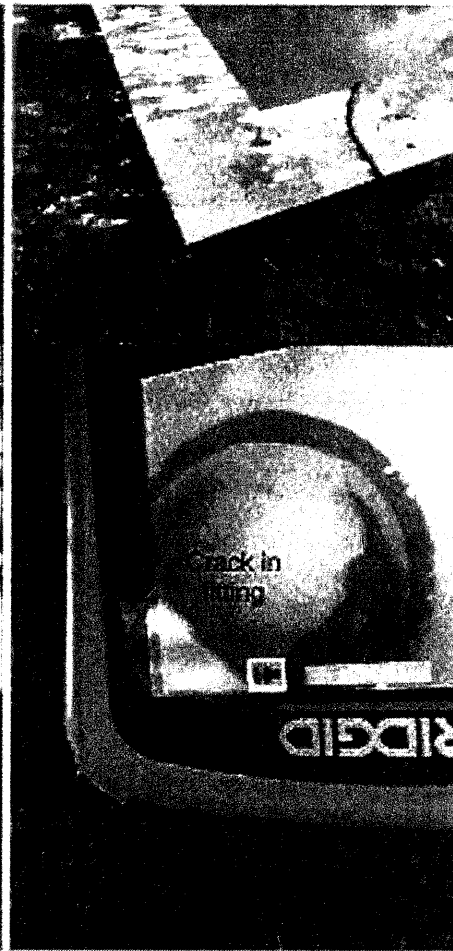
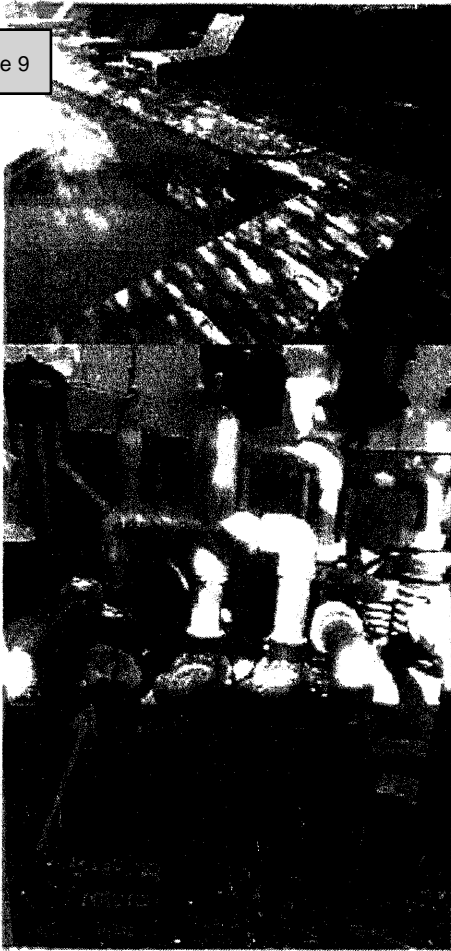
Continued testing:

We scanned the pool/spa off with the Leakvue and found it to be losing -2.55" water loss per day. This is above normal evaporation rates.

We located a single inlet return line leaking. This line is fed off of a water feature pump. We located the leak on the line in the beam of the pool. We marked the leak with a blue X on the coping. We were able to run a camera into the line and get eyes on the broken fitting. We isolated this leak by calling it off at the equipment and plugging it off pool side. We then ran another Leakvue scan and our rate of loss was -0.11" water loss per day. This is within normal evaporation rates.

We marked the leaking pipe at the equipment with black tape.

Pictures of Work Performed



The work performed above is not under any warranty or guarantee unless otherwise stated by the American Leak Detection San Antonio/Austin Office. Please call 830-981-9516 if you have any questions or to schedule future testing.

Consumption History

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Ac

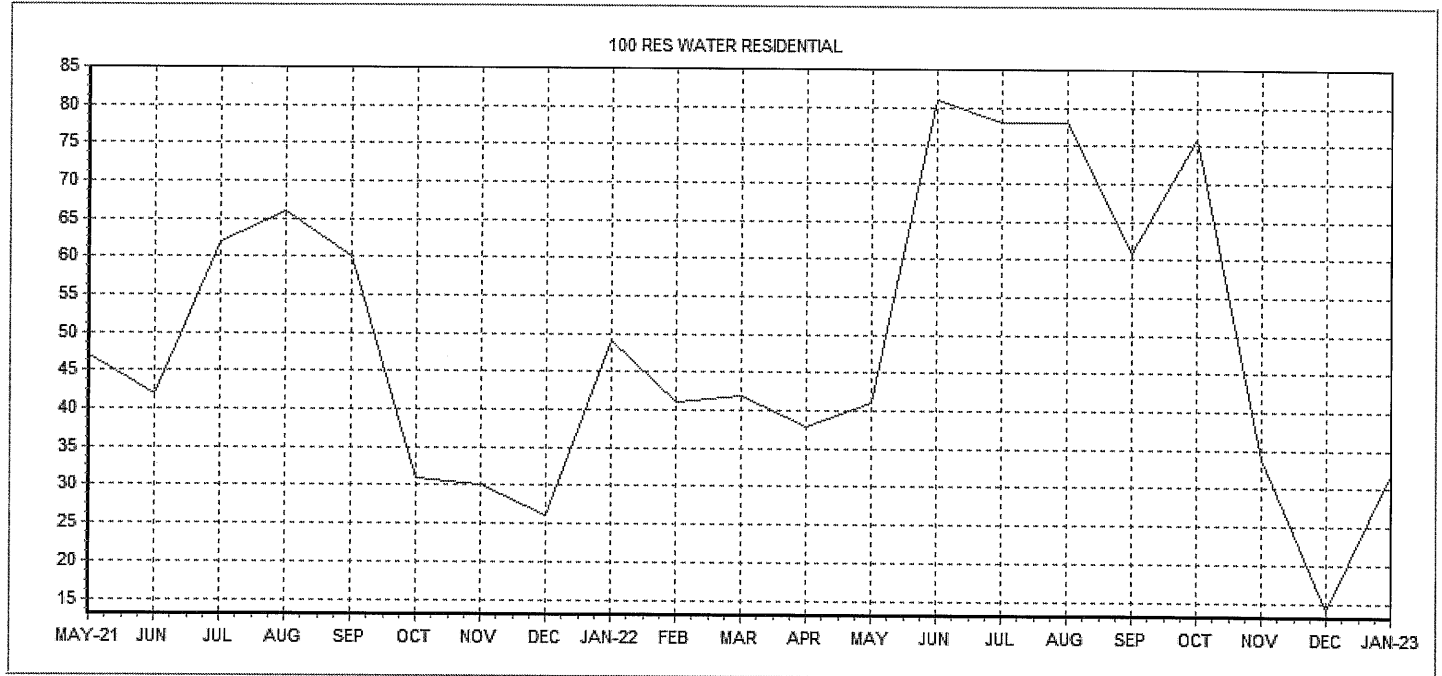
Service Address

2602 PICKWICK LN

4.

Name

WILLIAM/AIMEE PETTY



YEAR	MONTH	READ DATE	PREVIOUS READ	CURRENT READ	TOTAL CONSUMPTION	DEMAND READ	DEMAND CONSUMPTION	READING FLAG	READING SOURCE	OCCUPANT
2023	Jan	1/23/23	3319	3351	32			Regular	Meter Reading Input	00
2022	Dec	12/23/22	3305	3319	14			Regular	Meter Reading Input	00
	Nov	11/23/22	3271	3305	34			Regular	Meter Reading Input	00
	Oct	10/23/22	3195	3271	76			Regular	Meter Reading Input	00
	Sep	9/23/22	3134	3195	61			Regular	Meter Reading Input	00
	Aug	8/23/22	3056	3134	78			Regular	Meter Reading Input	00
	Jul	7/23/22	2978	3056	78			Regular	Meter Reading Input	00
	Jun	6/23/22	2897	2978	81			Regular	Meter Reading Input	00
	May	5/23/22	2856	2897	41			Regular	Meter Reading Input	00
	Apr	4/23/22	2818	2856	38			Regular	Meter Reading Input	00
	Mar	3/23/22	2776	2818	42			Regular	Manual Read	00
	Feb	2/23/22	2735	2776	41			Regular	Manual Read	00
	Jan	1/23/22	2686	2735	49			Regular	Manual Read	00
2021	Dec	12/23/21	2660	2686	26			Regular	Manual Read	00
	Nov	11/23/21	2630	2660	30			Regular	Manual Read	00
	Oct	10/23/21	2599	2630	31			Regular	Manual Read	00
	Sep	9/23/21	2539	2599	60			Regular	Manual Read	00
	Aug	8/23/21	2473	2539	66			Regular	Manual Read	00
	Jul	7/23/21	2411	2473	62			Regular	Manual Read	00
	Jun	6/23/21	2369	2411	42			Regular	Manual Read	00
	May	5/23/21	2322	2369	47			Regular	Manual Read	00

CONSUMPTION HISTORY
YEARS: 2018,2019,2020

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NAME	STREET #	STREET LABEL	Nov-18	Oct-18	Sep-18	Aug-18	Jul-18	Jun-18	May-18	Apr-18	Mar-18	Feb-18	Jan-18	Dec-17	*TOTAL*
PETTY WILLIAM	2602	PICKWICK LN	12	7	33	72	36	29	31	30	10	7	13	16	296
PETTY WILLIAM	STREET #	STREET LABEL	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-23	*TOTAL*
	2602	PICKWICK LN	17	49	47	53	40	23	11	32	12	13	11	12	320
PETTY WILLIAM	STREET #	STREET LABEL	Nov-20	Oct-20	Sep-20	Sep-20	Jul-20	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	*TOTAL*
	2602	PICKWICK LN	66	21	53	52	44	30	26	14	14	12	15	16	363

City of Rollingwood **Water Billing Adjustment**

Date: 1/12/2023
 Customer: William / Aimee Petty
 Address: 2602 Pickwick Ln

OCT
SEPT
AUG

Billing Period 7/23/2022-8/23/2022
 Total Gallons Billed 78.0
 3 Yr. Average for Billing Period 59.0

Gallons Used		Tiered Rate		Gallons Billed	Amount Charged
0	2,000	\$2.00	2	2	\$4.00
2,000	8,000	\$5.00	6	6	\$30.00
8,001	13,000	\$7.00	5	5	\$35.00
13,001	25,000	\$10.00	12	12	\$120.00
25,001	35,000	\$15.00	10	10	\$150.00
35,001	50,000	\$21.00	15	15	\$315.00
50,001	+	\$28.00		28	\$784.00
			Total:	<u>78</u>	<u>\$1,438.00</u>

Gallons Used		Tiered Rate		Prior Yr Gallons	Amount Charged
0	2,000	\$2.00	(2)	2	\$4.00
2,000	8,000	\$5.00	(6)	6	\$30.00
8,001	13,000	\$7.00	(5)	5	\$35.00
13,001	25,000	\$10.00	(12)	12	\$120.00
25,001	35,000	\$15.00	(10)	10	\$150.00
35,001	50,000	\$21.00	(15)	15	\$315.00
50,001	+	\$28.00		9	\$252.00
			Total:	<u>59</u>	<u>\$906.00</u>

Gallons Used		WS Rate	Wholesale Gallons	Amount Charged
0	+	\$5.67	<u>19.0</u>	<u>\$107.73</u>

Billed Amount \$1,438.00
 - Prior Yr Usage \$906.00
 - Wholesale Amount \$107.73
 Adjustment Credit \$424.27
 - 10% Admin Fee \$42.43
 Posted to account \$381.84

Authorized by: _____

Last 3 year avg
43.00

2020	2019	2018	Last 3 year avg
21	49	7	26
53	47	33	44.33333333
52	53	72	59

City of Rollingwood **Water Billing Adjustment**

Date: 1/12/2023
 Customer: William / Aimee Petty
 Address: 2602 Pickwick Ln

Billing Period 8/23/22-9/23/22
 Total Gallons Billed 61.0
 3 Yr. Average for Billing Period 44.0

OCT
SEPT
AUG

Gallons Used		Tiered Rate		Gallons Billed	Amount Charged
0	2,000	\$2.00	2	2	\$4.00
2,000	8,000	\$5.00	6	6	\$30.00
8,001	13,000	\$7.00	5	5	\$35.00
13,001	25,000	\$10.00	12	12	\$120.00
25,001	35,000	\$15.00	10	10	\$150.00
35,001	50,000	\$21.00	15	15	\$315.00
50,001	+	\$28.00		11	\$308.00
Total:				<u>61</u>	<u>\$962.00</u>

Gallons Used		Tiered Rate		Prior Yr Gallons	Amount Charged
0	2,000	\$2.00	(2)	2	\$4.00
2,000	8,000	\$5.00	(6)	6	\$30.00
8,001	13,000	\$7.00	(5)	5	\$35.00
13,001	25,000	\$10.00	(12)	12	\$120.00
25,001	35,000	\$15.00	(10)	10	\$150.00
35,001	50,000	\$21.00	(15)	9	\$189.00
50,001	+	\$28.00			\$0.00
Total:				<u>44</u>	<u>\$528.00</u>

Gallons Used		WS Rate	Wholesale Gallons	Amount Charged
0	+	\$5.67	<u>17.0</u>	<u>\$96.39</u>

Billed Amount	\$962.00
- Prior Yr Usage	\$528.00
- Wholesale Amount	\$96.39
Adjustment Credit	\$337.61
- 10% Admin Fee	\$33.76
Posted to account	\$303.85

Authorized by: _____

Last 3 year avg
43

2020	2019	2018	Last 3 year avg
21	49	7	26
53	47	33	44.33333333
52	53	72	59

City of Rollingwood **Water Billing Adjustment**

Date: 1/12/2023
 Customer: William / Aimee Petty
 Address: 2602 Pickwick Ln

OCT
SEPT
AUG

Billing Period 9/23/22-10/23/22
 Total Gallons Billed 76.0
 3 Yr. Average for Billing Period 26.0

Gallons Used		Tiered Rate		Gallons Billed	Amount Charged
0	2,000	\$2.00	2	2	\$4.00
2,000	8,000	\$5.00	6	6	\$30.00
8,001	13,000	\$7.00	5	5	\$35.00
13,001	25,000	\$10.00	12	12	\$120.00
25,001	35,000	\$15.00	10	10	\$150.00
35,001	50,000	\$21.00	15	15	\$315.00
50,001	+	\$28.00		26	\$728.00
Total:				<u>76</u>	<u>\$1,382.00</u>

Gallons Used		Tiered Rate		Prior Yr Gallons	Amount Charged
0	2,000	\$2.00	(2)	2	\$4.00
2,000	8,000	\$5.00	(6)	6	\$30.00
8,001	13,000	\$7.00	(5)	5	\$35.00
13,001	25,000	\$10.00	(12)	12	\$120.00
25,001	35,000	\$15.00	(10)	1	\$15.00
35,001	50,000	\$21.00	(15)		\$0.00
50,001	+	\$28.00			\$0.00
Total:				<u>26</u>	<u>\$204.00</u>

Gallons Used		WS Rate	Wholesale Gallons	Amount Charged
0	+	\$5.67	<u>50.0</u>	<u>\$283.50</u>

Billed Amount	\$1,382.00
- Prior Yr Usage	\$204.00
- Wholesale Amount	\$283.50
Adjustment Credit	\$894.50
- 10% Admin Fee	\$89.45
Posted to account	\$805.05

Authorized by: _____

Last 3 year avg
43

2020	2019	2018	Last 3 year avg
21	49	7	26
53	47	33	44.33333333
52	53	72	59

Draft Survey Questions – Cellular Service in Rollingwood

1. Name
2. Address
3. Cell phone carrier
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?
If so has it improved your cell service quality?
7. Do you use Wi-Fi calling and has it worked when within range?
8. Do you experience cell service interruptions in certain areas of the city? Please explain with detailed location information.
9. Would you support the city investing in resources/infrastructure to improve service? If so, at what cost?
10. Please share any additional feedback or suggestions you have regarding cell service in Rollingwood.