



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Tuesday, June 02, 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 June 02, 2026 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=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 citysecretary@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

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 January 6, 2026, Utility Commission meeting

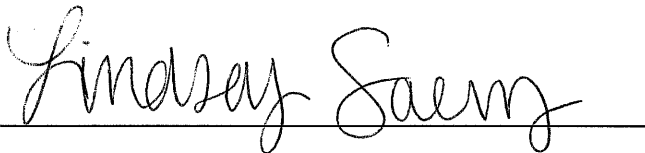
REGULAR AGENDA

3. Discussion and update regarding possible improvements to cellular service
4. Discussion and possible action on a policy to support property owners impacted by oak wilt through the provision of additional water, passed through to the customer at the city's cost plus an administrative fee

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 p.m. on May 26, 2026.



Lindsay Saenz, Assistant to the City Administrator

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, January 06, 2026

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 January 6, 2026. 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 5:30 p.m.

Present Members: Chair Jonathan Miller, Chris Kirksey, Christopher Meakin, and Clark Wilson

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, 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 December 2, 2025 Utility Commission meeting

Clark Wilson moved to approve the meeting minutes. Chris Kirksey seconded the motion. The motion carried with 4 in favor, 0 against, and 1 abstention (Meakin).

REGULAR AGENDA

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

Members of the Utility Commission spoke in support of Jonathan Miller continuing as Chair.

Clark Wilson moved to nominate Jonathan Miller as Chair of the Utility Commission. Chris Kirksey seconded the motion. The motion carried with 3 in favor, 0 against, and 1 abstention (Miller).

- 4. Discussion and possible action regarding the commissioning of a rate study for the City of Rollingwood’s water utility system

City Administrator Alun Thomas explained that it has been a couple of years since the last rate study and that staff prepared a draft request for proposals, which City Council requested the Utility Commission to review.

The Utility Commission and City Administrator Alun Thomas discussed details of the request for proposal process and next steps. Chair Jonathan Miller requested that the water revenue report be added for future meetings.

Chair Jonathan Miller moved to move forward with a rate study as outlined in the packet which includes the process around receiving a request for proposals. Chris Meakin seconded the motion. The motion carried with 4 in favor and 0 against.

Council Member Phil McDuffee stated that there is sufficient data to move forward with the rate study and that Utility Billing Manager Veronica Hernandez has been proactive about notifying residents of leaks.

- 5. Discussion on possible improvements to cellular service

Assistant to the City Administrator Lindsay Saenz stated that City staff met with the Toro Blanco Group and will soon meet again to gauge interest in providing additional services to Rollingwood.

Members of the Utility Commission discussed service providers, equipment used for service, and possible associated costs.

Chair Jonathan Miller moved back to item 4.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:44 p.m.

Minutes adopted on the 2nd day of June, 2026.

Jonathan Miller, Chair

ATTEST:

Alun Thomas, City Administrator

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 2, 2026

Submitted By:

Staff, on behalf of commission member Bray

Agenda Item:

Discussion and update regarding possible improvements to cellular service

Description:

Member Elizabeth Bray suggested the Toro Blanco Group as a possible way to help improve cellular service throughout the city. Staff met with the group and later scheduled a follow-up meeting, but Toro Blanco Group did not attend. Staff also followed up by email ,but have not received a response.

Action Requested:

No action

Fiscal Impacts:

No financial impacts

Attachments:

n/a

AGENDA ITEM SUMMARY SHEET

Utility Commission

Meeting Date: June 2, 2026

Submitted By:

Staff on behalf of City Council (Schell)

Agenda Item:

Discussion and possible action on a policy to support property owners impacted by oak wilt through the provision of additional water, passed through to the customer at the city's cost, plus an administrative fee

Description:

Rollingwood has experienced active oak wilt infection centers within its city limits since at least 2015. Previous trenching efforts in 2017 were partially effective, but the disease has continued to spread beyond the containment area.

At the May 13, 2026 City Council meeting, Councilmembers voiced support for taking proactive action and ensuring the process would not be delayed by scheduling constraints. Staff also explained that the proposed water-use incentive program could be administered similarly to the City's leak adjustment process and potentially supplemented through future budget requests for treatment assistance.

Councilmember Kevin Shell opened a discussion regarding the continued spread of oak wilt within Rollingwood, noting that recent infections align with the Forest Service's 2022 'Hot Zone' projections. Additionally, he shared that two heritage oaks on his property were recently impacted by oak wilt. After working with an arborist who recommended fungicide injections, both trees have improved. This method has proved successful when the infections are caught early.

Councilmember Schell explained that he worked with the Mayor and staff to develop a draft ordinance framework for discussion purposes that would establish a long-term, proactive City response focused on awareness, prevention, early detection, treatment incentives, and formalized procedures to preserve continuity through future staff turnover. Council generally expressed support for continued discussion and development of a policy. Proposed incentives included temporary water-rate relief for affected homeowners to support intensive watering during treatment and potential reimbursement assistance for qualifying treatment expenses to encourage early self-reporting of infections.

Council Member Kevin Schell moved to request feedback from the Utility Commission on the impacts of providing additional water usage above normal at the city's cost, plus an administrative fee, to support property owners impacted by oak wilt. Council Member Phil McDuffee seconded the motion.

The motion carried with 5 in favor and 0 against.

Action Requested:

Recommend supporting the City Council on the creation of a policy to support property owners impacted by oak wilt through the provision of additional water, passed through to the customer at the city's cost, plus an administrative fee.

Fiscal Impacts:

No fiscal impacts at this time, but funds would need to be allocated in future budgets if the program is created.

Attachments:

- Oak Wilt Prevention Program concept
- 2022 Oak Wilt 'Hot Zone Map'

Oak Wilt Prevention Program

Draft Date: April 2026

PURPOSE AND FINDINGS

Purpose. The provisions of this chapter are enacted to protect the urban canopy of the City of Rollingwood from the destructive effects of oak wilt (*Bretziella fagacearum*), to promote public awareness, to provide financial assistance to property owners combating the disease, and to establish proactive prevention and management measures. These provisions are deemed necessary to promote the health, safety, property values, and general welfare of the residents of the City.

Findings. The City Council finds that:

- (a) Oak wilt is one of the most destructive tree diseases in the U.S. and is killing oaks in Central and West Texas at epidemic proportions. It has been confirmed in 76 counties in Texas;
- (b) Oak wilt is an infectious disease caused by the fungus *Bretziella fagacearum*, which invades and disables the water-conducting system in oaks;
- (c) Rollingwood has experienced active oak wilt infection centers within its city limits since at least 2015;
- (d) Previous trenching efforts (2017) demonstrated partial effectiveness but the disease has continued to spread beyond containment areas;
- (e) Trenching is no longer a cost-effective urban management tool, as confirmed by the Texas A&M Forest Service;
- (f) A comprehensive approach combining awareness, prevention, early detection, and treatment incentives is necessary to protect the City's tree canopy;
- (g) Arborists whose primary business is tree trimming may not be incentivized to identify or report oak wilt, creating a detection gap;
- (h) Investment of city resources signals the seriousness of the threat and incentivizes resident participation in containment efforts.

DEFINITIONS

Definitions. As used in this chapter:

- “Certified Arborist”** means an arborist holding current certification from the International Society of Arboriculture (ISA) with demonstrated expertise in oak wilt identification and treatment.
- “Hot Zone”** means an area identified annually by the City, in consultation with the Texas A&M Forest Service or a Certified Arborist, as having confirmed oak wilt infection or being within 150 feet of a confirmed infection center.
- “Infected Tree”** means any oak tree confirmed or reasonably suspected to be infected with *Bretziella fagacearum* based on visual symptoms, laboratory testing, or professional diagnosis.
- “Oak Trimming Window”** means the period from July 1 through January 31 during which pruning of oak trees is permitted.
- “Restricted Period”** means February 1 through June 30 of each year, during which all pruning and trimming of oak trees is prohibited except for emergency safety situations.
- “Treatment”** means the application of propiconazole fungicide injection or other Texas A&M Forest Service-approved protocols to combat oak wilt in live oaks.

REPORTING AND NOTIFICATION

Mandatory Reporting. Any property owner, arborist, or tree-care professional who discovers or reasonably suspects oak wilt on any property within the City shall report the finding to the City Administrator within seven (7) calendar days of discovery.

City Response Protocol. Upon receiving a report under Section 3.01, the City shall:

- (a) Dispatch the City Arborist or coordinate with the Texas A&M Forest Service to verify the report within fourteen (14) calendar days;
- (b) If confirmed, notify all property owners within 250 feet of the infection center by first-class mail within seven (7) days of confirmation;
- (c) Update the City’s Hot Zone map and publish the updated map on the City website;
- (d) Provide the affected property owner with written guidance on approved treatment options and available City assistance programs.

OAK TRIMMING RESTRICTIONS

Restricted Period. No person shall prune, trim, cut, or wound any oak tree within the City between February 1 and June 30 of any year, except as provided in Section 4.02.

Emergency Exception. Pruning during the Restricted Period is permitted only when a tree poses an immediate hazard to life or property. The property owner must (a) notify the City within 24 hours and (b) paint or seal all wounds immediately with an approved sealant.

Wound Sealing. Regardless of the season, all pruning cuts, mechanical wounds, or other injuries to oak trees shall be painted or sealed immediately. Any latex, oil-based, or spray-on paint is acceptable.

Enhanced Enforcement in Hot Zones. The City shall prioritize enforcement of trimming restrictions within designated Hot Zones. Tree-care contractors operating in Hot Zones shall maintain proof of oak wilt awareness training and demonstrate compliance with wound-sealing requirements.

WATER ASSISTANCE FOR OAK WILT TREATMENT

Findings. Water is essential to the survival of treated oak trees and surrounding healthy oaks. Properties actively fighting oak wilt require significantly increased irrigation during and after treatment. The City finds that removing financial barriers to adequate watering is a no-cost or low-cost measure that materially improves treatment outcomes.

Water Leak Assistance Program (Adapted). Upon verification of an active oak wilt treatment plan by a Certified Arborist, a property owner may apply to the City for water-cost relief under the following provisions:

- (a) The City shall provide additional water above normal baseline usage at cost plus the standard administrative fee, similar to the existing water-leak assistance program. This is a no-cost option to the City and can be administered by staff with an appeal to the Utility Commission if necessary. Eligibility shall be limited to properties with verified infected or treated trees.
- (b) The City shall not apply higher-tier pricing to a property that does not typically fall within that usage tier due solely to oak wilt treatment watering. The property owner must present verification from a Certified Arborist.
- (c) Water consumed for oak wilt treatment purposes, as documented by the property owner and verified by the City, shall not count toward wastewater averaging calculations. The City Administrator is authorized to adjust wastewater billing upon receipt of satisfactory documentation.

Drought Restriction Exemption. When drought restrictions are in effect, the City Manager is authorized to grant a waiver permitting soaker-hose or drip irrigation of infected or recently treated oak trees. Trees undergoing active treatment require sustained hydration for the treatment to succeed. Exemption requests shall be submitted in writing with supporting documentation from a Certified Arborist.

OAK WILT TREATMENT INCENTIVE PROGRAM

Establishment. There is hereby established the Rollingwood Oak Wilt Treatment Incentive Program to subsidize a portion of the cost of professional treatment of infected oak trees.

Incentive Amount. Eligible property owners may receive a reimbursement of up to **\$2,500 per tree** for oaks exceeding six (6) inches in diameter at breast height (DBH) that receive treatment by a Certified Arborist using Texas A&M Forest Service-approved protocols. The incentive is subject to the following conditions:

- (a) The property owner must submit an application to the City prior to or within thirty (30) days of treatment, including an invoice from a Certified Arborist and photographic documentation;
- (b) The City Arborist or designee shall verify the treatment was performed in accordance with approved protocols;
- (c) Reimbursements shall be issued on a first-come, first-served basis subject to available annual funding;
- (d) No single property shall receive more than \$7,500 in incentive payments per fiscal year.

Annual Budget Cap. The City Council shall appropriate funds for the Treatment Incentive Program as part of the annual budget process. Total program expenditures shall not exceed the annual appropriation. Given that oak wilt is a serious but geographically concentrated problem in Rollingwood and the Hot Zones are relatively small, the annual cap is expected to be manageable.

Incentive for Removal of Severely Infected Trees. For trees below 70% canopy health as assessed by a Certified Arborist, the City encourages prompt removal to prevent further spread. Property owners who remove such trees in compliance with this ordinance may apply the treatment incentive toward removal costs under the same terms.

Commented [KS1]: This section needs slight tweaking. For treatment to have maximum effect the critical root zone should be wet from recent rain or irrigation. That is just at the time of treatment for preventative treatment. Infected trees after treatment have a higher survival chances with frequent deep watering during dry conditions. The water assistance program is intended to augment our naturally dry seasons. The language could include watering as a written recommendation of treatment from an arborist.

Commented [KS2]: The incentive program can be used for treatment of infected or surrounding oaks, or removal of infected trees. In the case of a removal if there is cap space it can also be used to replace the tree with a tree not susceptible to oak wilt.

For clarity, treatment alone for a single tree will be well under \$2500. In theory you only hit the \$7500 cap if you are removing trees. That means a lifetime cap is implied and not necessary.

AWARENESS AND PREVENTION PROGRAM

Annual Citywide Mailer. The City shall budget for and distribute an annual oak wilt awareness mailer to all Rollingwood households no later than January 15 of each year. The City already possesses educational materials for this purpose.

Targeted Hot Zone Notification. In addition to the citywide mailer, the City shall annually identify Hot Zones and distribute targeted notifications—by mail, door hanger, or both—to property owners in and adjacent to designated Hot Zones. This targeted outreach shall also serve as the protocol when a new infection is confirmed on any property.

Annual Canopy Inspection. The City shall arrange an annual street-level canopy inspection, in coordination with the Texas A&M Forest Service or a qualified City Arborist, focused on designated Hot Zones. The inspection should be timed during the leaf-drop period when early symptoms are most visible. Areas of concern identified during the inspection shall be referred for closer evaluation.

City Staff Training. The City shall train relevant staff—including code compliance, public works, and parks personnel—to visually recognize signs of oak wilt so that potential infections may be flagged during routine city operations.

Hot Zone Arborist Inspection Credit. As a more proactive measure, the City may offer property owners within a designated Hot Zone a **\$200 credit on their water bill** for obtaining an annual oak wilt inspection from a Certified Arborist with oak wilt expertise, once per year. This incentivizes early detection. The inspection remains the homeowner’s responsibility to arrange, but the credit offsets the cost and ensures professional eyes are on at-risk trees.

FISCAL PROVISIONS

Annual Budget Appropriation. All expenditures authorized under this chapter shall be subject to annual caps established by the City Council during the budget process. While oak wilt is a serious problem in Rollingwood, it is slow-moving and geographically concentrated. The affected zones are relatively small, making annual program costs predictable and contained.

No-Cost Provisions. The water assistance measures in Article V are designed as no-cost or minimal-cost provisions to the City. They can be administered by existing staff with an appeal to the Utility Commission if necessary, and the number of eligible properties at any given time is expected to be small.

ENFORCEMENT AND PENALTIES

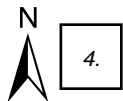
Violations. Any person who violates the trimming restrictions of Article IV or fails to report a known infection under Article III shall be subject to a fine of not less than \$200 nor more than \$500 per violation per day.

Contractor Violations. Tree-care contractors found in violation of this chapter shall be subject to a fine of up to \$1,000 per violation per day.

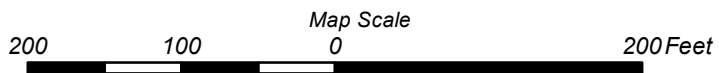
Equitable Considerations. In adjudicating violations, the municipal court shall consider financial hardship, good-faith efforts to comply, and any extraordinary circumstances that may have prevented prompt action.




Prepared for presentation to the Rollingwood City Council. This document is a proposed draft and is subject to revision, legal review, and formal adoption procedures.

Oak Wilt 3 Year Maximum Spread Map





LEGEND



-  75 Feet- 1 Year Max Spread
-  150 Feet- 2 Year Max Spread
-  225 Feet- 3 Year Max Spread

Diagnosis

-  OW
-  Oak Wilt Trench

Location: Rollingwood
 Case:
 County: Travis
 Quadrangle: Austin West
 UTM Northing: 3350348
 UTM Easting: 616654
 Mortality Numbers: 17641
 Map Date: January 4, 2022
 Forester: Karl Flocke, TFS Austin

