



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Thursday, November 07, 2024

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 November 07, 2024 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 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 September 3, 2024 Utility Commission meeting

REGULAR AGENDA

- 3. Discussion and possible action regarding a policy for grinder pump maintenance and replacement
- 4. Discussion and possible action regarding electronic meters and related policies

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 on Monday, November 4, 2024 at 5:00 p.m.

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 Board of Adjustment 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 MEETING
MINUTES**

Tuesday, September 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 September 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 5:27 p.m.

Present Members: Chair Jonathan Miller, Sam Attal, Christopher Meakin, Walter Roloson, Clark Wilson, and Chris Kirksey (Virtually)

Also present: City Administrator Ashley Wayman, Assistant to the City Administrator Makayla Rodriguez, and Council Member Phil McDuffee

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- 2. Discussion and possible action on the minutes from the June 4, 2024 Utility Commission meeting

Christopher Meakin moved to approve the meeting minutes. Walter Roloson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

- 3. Update regarding the City Council resolution authorizing the Mayor to engage in discussions with various entities regarding the securement of water rights, a contract for wholesale water service, and procure professional services related thereto

City Administrator Ashley Wayman discussed LCRA, the City's water contract, and obtaining water rights.

The Utility Commission asked questions of City Administrator Ashley Wayman regarding legal counsel, pricing, and clarification.

Council Member Phil McDuffee shared additional information about obtaining water rights.

The Utility Commission and City Administrator Ashley Wayman continued discussion on water usage, water rates, and water supply.

4. Update regarding the Electronic Meter project

City Administrator Ashley Wayman shared that the electronic meter project was completed in July. She continued to share information about the EyeOnWater customer portal and stated that City staff are pleased with the meters.

Chris Kirksey joined the meeting at 5:47 p.m.

Members of the Utility Commission discussed and asked questions regarding the electronic meters.

5. Discussion and possible action regarding updates to the Utility Bill Appeals policy

City Administrator Ashley Wayman gave a brief history of the Utility Bill Appeals policy. She recommended that the Utility Commission revisit the policy since the electronic meters have been implemented.

The Utility Commission asked questions and discussed the electronic meter capabilities.

Christopher Meakin stated that he would like to revisit the item in 6 months to allow more time for residents to sign up for the EyeOnWater customer portal.

6. Update regarding the Policy for Reimbursement due to Water Main Line Breaks

City Administrator Ashley Wayman shared that the policy for reimbursement and the ordinance adopting the policy was approved by City Council.

7. Update regarding Water CIP Bond Program Packages 1-4

City Administrator Ashley Wayman reported that Phase 1 of the project has been completed and that Google Fiber has begun installing micro cables. She continued to share updates on the drainage projects.

The Utility Commission asked questions of City Administrator Ashley Wayman regarding Google Fiber.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:02 p.m.

Minutes adopted on the _____ day of _____, 2024.

Jonathan Miller, Chair

ATTEST:

Ashley Wayman, City Administrator

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: November 7, 2024

Utility Commission

Submitted By:

Staff

Agenda Item:

Discussion and possible action regarding a policy for grinder pump maintenance and replacement

Description:

During the October City Council Meeting, the City Council discussed the cost of maintaining the approximately 120 grinder pumps within the city. This policy discussion was sent to the Utility Commission for consideration.

Grinder pumps are located on private property and historically the city has paid for their maintenance and replacement. Attached is a breakdown of the city’s costs related to grinder pumps between the months of August 2021 and September 2024. These costs only include what was paid to Crossroads, the City’s Water and Wastewater Operator, and do not include any staff time spent responding to grinder pump-related calls. Below is a table that summarizes this data:

<u>Dates</u>	<u># of Months</u>	<u>Cost</u>
August to December 2021	5 Months	\$15,368
January to December 2022	12 Months	\$30,059
January to December 2023	12 Months	\$17,277
January to September 2024	10 Months	\$24,340

The City Council also had some additional questions about the grinder pumps that staff and our contractor are investigating. Below are preliminary answers to some of these questions:

1. Does Crossroads/City Staff have any information on the types of maintenance being performed on the grinder pumps or the cause of the calls for maintenance?
Response from Crossroads: The most common calls are for failed pumps. The second most common calls are for electrical failure.
2. Do we have repeat offenders for maintenance calls?
There are some grinder pumps that have required maintenance more than once.
3. When were the grinder pumps purchased? **Unsure but investigating. The purchase dates will vary pump to pump.**
4. If we were to switch to a monthly charge for having a grinder pump, what services would the monthly charge cover? How many trips or calls would this include? **That is something we could determine as part of our policy. It could include a certain number of calls per month per pump or could cover certain types of maintenance. It could also exclude any issues with the pumps that are determined to have been caused by misuse.**
5. What is the average number of service calls on grinder pumps per month for rate making purposes? **We are still analyzing the service history.**
6. Will we have to replace any grinder pumps soon? **We are looking into this question.**
7. Have we already had to purchase grinder pumps to replace old ones?
Response from Hydrosorce: We have one brand new grinder pump that we use as a "loaner pump." We show 10 pumps that have been sold to Rollingwood in the last 4 years, including the loaner pump.
8. How did the city get ownership of the grinder pumps at homes? **We are looking into this question.**
9. Do we have easements on the grinder pump stations on every lot? **No.**
10. Does our code require for the city to install the grinder pump? **Section 22-4 of the City's Code of Ordinances states: If a grinder pump is necessary, as determined by the director of public works or other designated agent of the city, the property owner shall install a grinder pump approved by the director of public works or other designated agent of the city. Thereafter, the city may repair and replace subsequent grinder pumps to serve the property in accordance with policies and budgets adopted from time to time by the city council, provided that the property owner or other person with appropriate authority grants to the city's agents permission to enter the property for such purpose.**

The goal of this item/discussion is to come away with some policy direction or ideas that staff can use in the formation of a draft policy regarding grinder pump maintenance and replacement.

Action Requested:

To discuss and consider possible policy options regarding responsibility for grinder pump maintenance and replacement.

Fiscal Impacts:

The fiscal impact will be determined based on the policy that is ultimately adopted regarding grinder pump maintenance and replacement.

Attachments:

- Grinder Pump Expenses since August 2021

Grinder Pump Expenses

2021	August	\$ 10,324.20	2021	
	September	\$ -		
	October	\$ -		
	November	\$ -		
	December	\$ 5,043.33		5 Month Total
		\$ 15,367.53		
2022	January	\$ 11,958.93	2022	
	February	\$ 1,623.95		
	March	\$ -		
	April	\$ 2,867.44		
	May	\$ -		
	June	\$ -		
	July	\$ 4,032.15		
	August	\$ -		
	September	\$ 4,655.96		
	October	\$ 596.41		
	November	\$ 4,324.24		Annual Total
	December	\$ -		\$ 30,059.08
	2023	January		\$ 2,133.58
February		\$ 3,105.65		
March		\$ -		
April		\$ 2,577.82		
May		\$ -		
June		\$ 914.87		
July		\$ 36.89		
August		\$ -		
September		\$ -		
October		\$ 2,666.77		
November		\$ -	Annual Total	
December		\$ 5,840.98	\$ 17,276.56	
2024	January	\$ 11,617.06	2024	
	February	\$ 6,142.18		
	March	\$ 3,440.58		
	April	\$ 961.24		
	May	\$ 1,701.74		
	June	\$ -		
	July	\$ -		
	August	\$ -		10 Month Total
	September	\$ 478.14		\$ 24,340.94

Total Spent (August 2021-

September 2024): \$ 87,044.11

of Months 38

\$ per Month \$ 2,290.63

of Grinder Pumps 120

\$ per Month per Grinder Pump \$ 19.09

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: November 7, 2024

Utility Commission

Submitted By:

Staff

Agenda Item:

Meter Costs

Description:

In November 2021, the City Council approved the Water Meter Upgrade Policy. This policy was aimed at getting all meters in the city replaced with electronic meters so that the manual process of reading meters monthly could be eliminated. Now that the Electronic Meter Project has been completed, much of this policy no longer applies.

The new meters are under a very comprehensive warranty, so replacement of broken/malfunctioning meters should not be an issue. The only significant cost staff can foresee in the near future related to these meters is the cost of requests to upsize meters.

Regarding financial responsibility, the previously adopted Water Meter Upgrade Policy stipulated that:

- For replacement of meters for new construction or requests to upsize meters, the cost of the meter was to be borne by the builder/owner
- For any other replacement of a meter, the city would be responsible for the cost of up to a 5/8" meter, with the cost differential of any larger meter to be borne by the customer (to include the cost of the meter plus a 10% administrative fee).

Future Replacement of Electronic Meters

Staff requested a quote from the meter distributor for the replacement cost of the electronic meters. The table below is the summary of that quote based on meter size. In blue, the 3/4" meters are the most common residential size. In green, 1" and 1 1/2" are the most common commercial meter sizes. All meters, regardless of size, require an endpoint to also be purchased. This table does not take into account freight charges or employee time/tools used for the installation of a meter.

Meter Size	Meter Quote	Endpoint Quote	Total Cost
3/4"	\$240	\$155	\$395
1"	\$295	\$155	\$450
1 1/2"	\$670	\$155	\$825
2"	\$900	\$155	\$1,055
3" x 12"	\$2,445	\$155	\$2,600
3" x 17"	\$2,485	\$155	\$2,640

Connection Fees

Below is the table of costs in the city’s Code of Ordinances for connecting water meters to the city water distribution system. Currently, these costs are only incurred when a meter is upgraded from one size to another, usually during construction of a new home. This connection fee is not charged if a meter malfunctions and needs to be replaced with a meter of the same size.

Meter Size	Connection Fee
3/4-inch meter	\$400.00
1-inch meter	\$550.00
1 1/2-inch meter	\$790.00
2-inch meter	\$1,125.00
3-inch meter	\$2,100.00
4-inch meter	\$2,900.00
6-inch meter	\$5,500.00

Action Requested:

- To consider making a recommendation to City Council to repeal the Water Meter Upgrade Policy approved in November 2021
- To consider possible new policies regarding payment responsibility for electronic meters

Fiscal Impacts:

No significant fiscal impacts anticipated at this time.

Attachments:

- Water Meter Upgrade Policy, Approved November 2021



City of Rollingwood, Texas Water Meter Upgrade Policy

Purpose

The City Council has prioritized updates to the City's water infrastructure and technology enhancements that will benefit the residents of Rollingwood. The City aims to install electronic water meters for all residential and commercial properties as soon as possible. As residential and commercial properties are being redeveloped, more and more property owners are requesting to upgrade their water meters. This Water Meter Upgrade Policy is designed guide the city's switch to and implementation of electronic water meter technology.

Background

The City of Rollingwood has approximately 600 residential and commercial water meters currently. These water meters are old, mechanical, and over 80% of them have over 1,000,000 gallons that have run through them, often rendering them inaccurate to the favor of the customer. The meters must be read manually, requiring two to three Public Works employees to devote 2-3 days per month reading and recording meter readings.

After a six-month pilot program, the City of Rollingwood has initiated a project to begin replacing these old meters with Advanced Metering Infrastructure (AMI) technologies, or smart water meters. Replacing more, and eventually all, of the meters in the city with smart water meters will enable the city to automate water meter reading, detect water leaks, transmit water consumption data in real-time, and streamline customer billing. Electronic metering provides information such as gallons per minute of water flow, reverse-flow indication, and other operating data not available from mechanical meters.

Water consumption data, paired with a secure network, provide residential and commercial customers an online portal with a simple dashboard view to help keep them informed on their daily water usage. Among other benefits of smart water meters to customers, perhaps the greatest is that smart meters would allow them to detect even minor leaks before receiving a large bill at the end of a billing cycle. Additionally, smart water meters help customers conserve water effectively throughout droughts, inclement weather, and generally give them more control over their utility usage.

Policy

The Water Meter Upgrade Policy is as follows:

- A. Overall Goal: To have all meters in the city replaced with electronic water meters so that the manual process of reading water meters monthly can be eliminated.
- B. Prioritization of Electronic Meter Installation: Properties will be considered for installation of electronic meters in the following order:
 1. New development
 2. Replacement of broken meters
 3. As soon as possible installing street-by-street
- C. Purchase of Electronic Meters by the City: The City will look into bulk pricing and financing options to secure electronic water meters to replace each meter in the city.
- D. Responsibility to Cover Cost of Electronic Meters:
 - ***New construction or requests for larger meters*** – The cost of the electronic water meter is to be borne by the builder/owner with the cost of the meter to include the cost of the meter plus a 10% administrative and installation fee.
 - ***Replacement of broken meters*** - The cost of the electronic water meter is to be borne by the city up to a 5/8" meter, with the cost differential of any larger meter to be borne by the customer, with the cost of the meter to include cost of the meter plus a 10% administrative and installation fee.
 - ***As soon as possible, street-by-street*** - The cost of the electronic water meter is to be borne by the city up to a 5/8" meter, with the cost differential of any larger meter to be borne by the customer, with the cost of the meter to include cost of the meter plus a 10% administrative and installation fee.

Water Meter Upgrade Policy Updates

City staff will review this document periodically to ensure that it contains up-to-date information. Any potential changes or updates that materially alter this document will be brought to City Council for approval.