



CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA

Wednesday, March 03, 2021

In accordance with an order of the Office of the Governor issued March 16, 2020, the Utility Commission of the City of Rollingwood will conduct a video conference and telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The meeting will be held on Wednesday, March 3, 2021 at 5:00 p.m. 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/88073053581?pwd=U1dVZXFMTi9PbUNNWG83Ly9MaW5iUT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 880 7305 3581

Passcode: 2021

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. Written questions or comments may be submitted up 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 February 2, 2021 Utility Commission meeting.

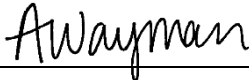
REGULAR AGENDA

- 3. Discussion and possible action on a utility bill relief program due to the February 2021 winter weather event and to make a recommendation to City Council.

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 Thursday, February 25, 2021 at 5:00 p.m.



Ashley Wayman, 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, February 02, 2021

On Tuesday, February 2, 2021 at 5:00 p.m., the Utility Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

Link: <https://us02web.zoom.us/j/87228200303?pwd=L0lnU3hxM1NtL09qNmxDhjejJPQT0>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 872 2820 0303

Passcode: 2021

The public was 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. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

CALL UTILITY COMMISSION MEETING TO ORDER

1. Roll Call

Chair Jonathan Miller called the meeting to order at 5:05 p.m.

Present Members: Chair Jonathan Miller, Clark Wilson, Christopher Meakin, and Phil Dixon.

William Teten joined the meeting at 5:15 p.m.

Sam Attal was present at the meeting but was unable to participate due to technical difficulties until 5:20 p.m.

Also Present: Council Member Amy Pattillo, City Administrator Amber Lewis, and Assistant City Administrator Ashley Wayman.

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 December 1, 2020 Utility Commission meeting

Clark Wilson motioned to approve the consent agenda. Christopher Meakin seconded the motion.

The motion passed 4-0.

REGULAR AGENDA

3. Discussion and possible action regarding the creation of an inventory of the city's agreements and contracts supporting the city's utilities

Chair Jonathan Miller discussed how some of today's items originated and what the Utility Commission can do to help the city understand the different utilities in the city.

The Commission discussed the creation of the utility inventory.

Christopher Meakin stated that he would be happy to help staff work on this project.

4. Discussion and possible action on a project regarding wireless/broadband and cellular service in the City of Rollingwood

The Commission discussed cell phone service in the City of Rollingwood and the issues that they would need to identify in this process.

William Teten joined the meeting during this item.

Sam Attal gained audio capabilities during this item.

The Commission discussed potential ways to alleviate cell service issues and aesthetic concerns.

Council Member Amy Pattillo discussed the history of this issue in the City of Rollingwood.

The Commission discussed how to advocate effectively for the city in this case.

Chair Jonathan Miller volunteered to work with staff to document and help solve some off these issues.

5. Discussion on other projects to be addressed by the Utility Commission

Chair Jonathan Miller discussed this standing item.

The Commission discussed the electronic water meter testing project and City Administrator Amber Lewis explained where the city is at in this process.

Council member Amy Pattillo discussed sending a survey to program participants as well as cell service issues that affect the electronic water meters.

- 6. Update on the Fire Hydrant Testing and Painting Project, Electronic Water Meter Testing Program, LUE Study, Water and Wastewater models and capacity, Easement Identification and Location Project, and the Water Capital Improvement Plan

City Administrator Amber Lewis gave updates regarding the various projects in process in the city.

Sam Attal discussed the water lines on Timberline and the cul-de-sacs in the city.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:05 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Jonathan Miller, Chair

ATTEST:

Ashley Wayman, City Secretary

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: February 24, 2021

Submitted By:

City Staff

Agenda Item:

10. Discussion and possible action on a utility bill relief program due to the February 2021 winter weather event.

Description:

This weather event has caused unimaginable hardships on residents and businesses and this program aims to ease that burden so that they will not have to worry about their next water bill reflecting leaks in their system and also as a result of being directed to drip their faucets. It will also keep staff from having to perform adjustments for the many leaks that will likely be present. This is the program that the San Antonio Water System implemented after this weather event.

Proposed utility bill relief program:

All customers (commercial and residential) will be charged the lower of two amounts on their next bill: either the total current charges for the current month, or last month’s current charges, whichever is lower.

This one-time adjustment applies to both residential and commercial accounts. It will especially aid customers who may have an unusually high bill due to a freeze-related leak at their home or business or direction to drip faucets to avoid pipes freezing.

The city will continue to work with customers on bill payment relief options moving forward. Rollingwood has already discontinued water service shut-offs for non-payment since last spring as part of its coronavirus response effort.

For this year's wastewater winter averaging process, the two highest months of consumption between November and March will be dropped. Though this policy was changed as a result of the wastewater rate study, we chose to continue implementing this policy this year to smooth the transition into the new policy. Because of this, this month of potentially high usage will not affect winter averaging.

Action Requested:

To approve the proposed utility bill relief program due to the February 2021 winter weather event.

Fiscal Impacts: To be determined.

Attachments: N/A