



## **CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES**

**Tuesday, December 01, 2020**

On Tuesday, December 1, 2020 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/88641344548?pwd=T01YRlsvVlIMcHB2YnVpZW52dkhLUT09>

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

**Meeting ID:** 886 4134 4548

**Passcode:** 2020

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 5:01 p.m.**

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

**Also Present:** City Administrator Amber Lewis, Council Member Amy Pattillo, Assistant City Administrator Ashley Wayman, and Public Works Director David Brasich.

### **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 October 6, 2020 Utility Commission meeting.

**Christopher Meakin motioned to approve the consent agenda. Clark Wilson seconded the motion. The motion passed 4-0.**

### **REGULAR AGENDA**

3. Discussion and possible action on a quote from Nelisa Heddin to perform a study of the City's LUE assignment and policy.

Nelisa Heddin, with Nelisa Heddin Consulting, discussed her proposal for the LUE determination analysis as well as her experience performing this analysis in other cities.

William Teten joined the meeting during this item.

**Christopher Meakin motioned to make a recommendation to the City Council to approve a quote from Nelisa Heddin Consulting to perform a study of the City's LUE assignment and policy. Phil Dixon seconded the motion. The motion passed 5-0.**

4. Discussion and possible action on a quote from Nelisa Heddin to perform a water rate study.

Nelisa Heddin, with Nelisa Heddin Consulting, discussed her proposal for a water rate study and discussed the steps involved in this process.

The commission discussed the proposal.

**Clark Wilson motioned to make a recommendation to the City Council to approve a quote from Nelisa Heddin Consulting to perform a water rate study. Christopher Meakin seconded the motion. The motion passed 5-0.**

5. Presentation, discussion and possible action on a scope of services for easement location and identification from WSB Engineering.

City Administrator Amber Lewis explained that Mayor Dyson had asked the Utility Commission to take the lead on a project to identify easements in the city and that WSB Engineering is able to perform this kind of work for the city.

Jay Kennedy, with WSB Engineering, discussed his proposal for easement location and identification services and demonstrated the tool that they would use to perform this.

The commission discussed the features of this GIS tool, the software compatibility, and the easement project.

**Jonathan Miller motioned to make a recommendation to the City Council to approve of a scope of services for easement location and identification from WSB Engineering. Clark Wilson seconded the motion. The motion passed 5-0.**

6. Update on the electronic water meter test program.

City Administrator Amber Lewis gave an update on the electronic water meter testing program.

7. Update on the fire hydrant testing and painting project.

Public Works Director David Brasich gave an update on the fire hydrant testing and painting project.

### **ADJOURNMENT OF MEETING**

The meeting was adjourned at 5:07 p.m.

**Minutes Adopted on the 2nd day of February, 2021.**

*Jonathan Miller*  
[Jonathan Miller \(Feb 3, 2021 10:39 CST\)](#)

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**Jonathan Miller, Chair**

**ATTEST:**

*A Wayman*  
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**Ashley Wayman, City Secretary**

# 12-01-2020 UC Minutes

Final Audit Report

2021-02-03

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