

MINUTES OF WASTEWATER COMMISSION
REGULAR MEETING
CITY OF WEST LAKE HILLS, TEXAS
Monday, June 26, 2017
5:30 p.m.

PRESENT: Larry Hanrahan, Clayton Bullock, Charlie Kreidler, John Chamblee, Aaron Fox
ABSENT: Deborah Hornickel, Heather Fenske

1. The meeting was called to order at 5:30 p.m.
2. Citizen Communications.
None.
3. Approval of Minutes.
Commissioner Bullock made a motion, seconded by Commissioner Kreidler to approve the March 23, 2017 WWC Meeting minutes. Motion passed 5-0.
4. Wastewater Coordinator Update.
Robbie Davis introduced Chayla Dale, the new Wastewater Coordinator, to the Commission.
5. Discussion/decision/update on status of implementing In-Code utility billing including selection of bill printing company and data conversion.
Robbie Davis and Chayla Dale gave an update on the billing project. Since the last WWC meeting, the City issued a Request for Proposals for bill printing and selected Dataprose as the contractor. The City entered into a contract with AVR to assist with the data conversion by creating and sending billing data files. The City selected several Incode billing forms. City staff will continue work on the project until the billing is taken in-house, currently scheduled in October 2017.
6. Discussion/decision on Hull project final expenses and Monthly Surcharge.
The Commission reviewed the final project expenses, historic and current revenues and determined that no increase in the \$20.00 monthly surcharge is necessary.
7. Discussion/decision on FY 2017 Wastewater Program revenues and expenditures, rate model, FY 2018 budget and rate increase.
Commissioner Bullock made a motion, seconded by Commissioner Fox to make no change in the planned 3% rate increase for ordinance customers, contingent on the concurrence of the City's rate analyst, and that if the rate analyst does not concur, that the issue be referred back to the Wastewater Commission for further review. Motion passed 5-0.
8. Discussion/decision on a collection system maintenance and inspection plan for the gravity mains.
Commissioners asked City staff to gather information about the wastewater maintenance, inspection and rehabilitation plans of other cities and to bring that information back to the Commission.
9. Discussion on draft wastewater ordinance amendments.
Commissioner Bullock made a motion, seconded by Commissioner Kreidler to recommend the City Council pass the proposed ordinance amendments, as amended, contingent on review by the City Attorney. Motion passed 5-0.

10. Update on collections.

Robbie Davis reported the City collected \$4,760.06 from a customer who had aged receivable connection fees and wastewater charges.

11. Wastewater Program Update.

No additional update was given.

12. Adjournment.

Commissioner Kreidler made a motion, seconded by Commissioner Bullock to adjourn the meeting at 7:26 p.m. Motion passed 5-0.