

JOINT CITY COUNCIL and UTILITY BILLING ADVISORY COMMITTEE
MEETING MINUTES
MEETING LOCATION: ALEDO COMMUNITY CENTER
104 ROBINSON COURT
ALEDO, TEXAS 76008
THURSDAY, JANUARY 25, 2024
5:00P.M.

CALL REGULAR MEETING TO ORDER

1. CALL TO ORDER:

a. City Council

Mayor Nick Stanley called the Special Joint Meeting of the Aledo City Council to order at 5:03 p.m. Those in attendance at this meeting were Mayor Nick Stanley, Mayor Pro Tem Nelson Rowls, City Council member Shane Davis, City Council member Shawna Ford and City Council member Summer Jones creating a quorum of City Council members. Staff present for this meeting were, City Manager Noah Simon, City Attorney Alicia Kreh, Finance Manager Jennifer Garrett, Communications and Engagement Manager Whitney Walters, Public Works Director Luis Gatica, Utility Billing Manager Blythe Reeves, City Planner Ivan Gonzalez and City Secretary Deana McMullen.

b. Utility Billing Advisory Committee

Chairman of Utility Billing Advisory Board Susan Nickell called the Utility Billing Advisory board meeting to order at 5:08 pm with the following members present, Chairman Susan Nickell, Member Michael Handley and Member Ben Clark creating a quorum of the Utility Billing Advisory Board.

- 2. CITIZEN APPEARANCES:** This is an opportunity for citizens to address the City Council on any agenda item not listed for public hearing or any matter not posted on the agenda. This is the citizens' only opportunity to address the City Council on agenda items not listed for public hearing. Individual citizen comments are normally limited to three (3) minutes; however, time limits can be adjusted by the presiding officer. Time is not transferable. The presiding officer may ask the citizen to hold their comment on an agenda item if the item is posted as a Public Hearing. The City Council cannot by law take any action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The City Council will receive the information, and ask the City Manager to review the matter, or an item may be noticed on a future agenda for deliberation or action. Please sign in before the start of the meeting and provide the paper to the City Secretary.

There were no Citizens Appearances for this meeting.

3. PRESENTATIONS AND DISCUSSION:

- a. Presentation by Kara Shuror, Brio Consulting and discussion on findings to date on the City's Utility Billing Audit.

Ms. Kara Shuror of Brio Consulting gave a presentation of the findings to date on the City's Utility Billing Audit. Ms. Shuror stated that she spent time with the Utility Billing Staff as well as the Public Works staff event going out with them to do meter readings. They checked three (3) routes in system and compared the hand written readings to the readings actually entered and made sure that the multipliers were done correctly as well. They found that no systemic or chronic billing issues were identified. The mistakes that were made were primarily human error. Field meter readings were accurately executed. Of the errors found there was an underbilling of \$1,500 in regards to the application of the sewer bill. The sewer bill uses a cap. We met with staff and they are committed to improvement and changes. We have discussed redoing the billing format so that it is easier to change. We need to consider adding billing cycles and it would be significantly easier for staff. New meters have a life span of up to ten years. The change out program will begin in about 6 years and will happen at a 1/3 at a time. One question that came up is why was the contract that we went with different than the pilot program. Answer is that the pilot program was to test the signals to make sure that the meters are able to read them. The company we went with has brass meters rather than plastic which are more durable and the cost was less.

- b. Presentation by Jessica Brown, Freese and Nichols and discussion on the pressure testing conducted as part of the Utility Billing Audit.

Freese & Nichols Engineer Jessica Brown was present at this meeting to give a discussion regarding pressure testing being done as part of the Utility Billing Audit.

Ms. Brown stated that the pressure testing data did not show anything out of the norm. Someone moving from a lower elevation to a higher elevation will use more water. Parks of Aledo is a higher elevation with a low 70 to low 90 PSI range. Someone coming here from an elevation of 70-80 psi range would most likely be using more water than they realize.

If someone thinks this could be an issue they can get a licensed irrigation provider and have them check and reset their system based on your individual needs.

No action was taken on this item.

4. **CONSENT AGENDA:** All items listed below are considered routine by the Utility Billing Advisory Committee and will be enacted with one motion. There will be no separate discussion of items unless a Committee Member requests, in which event the item will be removed from the general order of business and considered in its normal sequence. Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with the staff recommendation.

- a. Consider approval of the Utility Billing Advisory Committee meeting minutes from the following meeting:

1. November 30, 2023, Utility Billing Advisory Committee Meeting.

Motion was made by Committee member Michael Hadley, seconded by Committee member Ben Clark to approve the minutes of the November 30, 2023, Utility Billing Advisory Committee meeting as read.

Motion carried 3-0

5. **ADJOURN**

With there being nothing further to discuss or consider Chairman Susan Nickell adjourned the Utility Billing Advisory Committee at 5:55 pm.


Mayor Nick Stanley adjourned the Special meeting of the Aledo City Council at 5:55 p.m.

PASSED AND APPROVED THIS THE 22nd DAY OF February 2024.



Nick Stanley – Mayor

ATTEST:



Deana McMullen, City Secretary