

**City of Round Rock, Texas  
Capital Improvements Advisory Committee  
November 1, 2017, Meeting**

**Meeting Minutes**

**A. CALL TO ORDER**

The November 1, 2017, meeting of the Capital Improvements Advisory Committee (CIAC) was held in Round Rock City Council Chambers located at 221 East Main Street. With a quorum present, Committee Chairman David Pavliska called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Members in attendance included Chairman David Pavliska, Vice Chair Matthew Baker, Committee Members Stacie Bryan, Jennifer Henderson, Selicia Sanchez, Jennifer Sellers, Greg Rabaey, and Ad Hoc Committee Members Edward Henna and David Sour. Committee Members Casey Clawson and Rob Wendt were absent.

City staff included Michael Thane, Director of Utilities and Environmental Services; Brad Wiseman, and Veronica Chandler with Planning and Development Services (PDS).

**C. MEETING MINUTES**

**C.1 Consider approval of the May 17, 2017, meeting minutes.**

With there being no questions or comments, a motion was offered.

**MOTION:** Motion by Committee Member Bryan, second by Committee Member Baker to approve the May 17, 2017, meeting minutes as presented.

**VOTE: Aye:** Chairman Pavliska, Vice Chair Baker, Committee Member Bryan, Committee Member Henderson, Committee Member Rabaey, Committee Member Sanchez, Committee Member Sellers, and Ad Hoc Committee Members Hanna and Sour. Vote to approve: 9-0. The motion carried unanimously.

**D. SEMI-ANNUAL REPORT**

**D.1 Consider and recommend approval of the Semi-Annual Report to City Council with respect to the progress of the Capital Improvements Plan and identification of any perceived inequities on Impact Fees.**

Mr. Thane reviewed Texas Local Government Code (TLGC) Section 395 pertaining to the CIAC noting the Committee is responsible for filing a semi-annual report with respect to the progress of the capital improvements plan and report to City Council whether to continue with the existing rates or review them if necessary. Local Government Code requires a report be presented to the Capital Improvements Advisory Committee semi-annually. The current report reflected data collected from April 1, 2017, through September 30, 2017.

Mr. Thane continued by reviewing the surface water usage, along with the number of active water services, which indicated water production has remained steady. He also stated water conservation programs, water reuse programs, and community awareness have significantly improved water usage during the last few years. Other topics discussed included potable vs. reuse water; annual multi-family building permits issued; annual commercial building permits issued; annual single-family building permits issued for residential & MUD development; impact fees collected; and population projections for Round Rock and the ETJ from 2010 through 2030.

Mr. Thane followed by briefly discussing the water, wastewater, and re-use service areas. He also discussed the water and wastewater system Capital Improvement Projects that were in progress,

scheduled for construction, or had been completed, noting that some of the upcoming projects listed in the report will address needed maintenance to the wastewater system. He concluded his presentation by comparing Round Rock and surrounding communities' single-family utility rates and their associated impact fees.

In closing, Mr. Thane stated population growth in Round Rock is proceeding at a slightly slower rate than what was anticipated in the impact fee report, however, this has not caused a significant concern since the number of connections to the water and wastewater systems are occurring at the projected rate anticipated by the City. He noted that the City recommended the impact fees to be reviewed every three years. The next update for the Water and Wastewater Master Plan is anticipated for 2018; however, if no significant changes occur, the Master Plan might be reviewed in four years. Mr. Thane will inform the Commission, as needed.

The following motion was offered:

**MOTION:** Motion by Committee Member Henderson, second by Committee Member Bryan to approve the Semi-Annual Report and forward the report to the City Council, with updated city comparison data.

**VOTE: Aye:** Chairman Pavliska, Vice Chair Baker, Committee Member Bryan, Committee Member Henderson, Committee Member Rabaey, Committee Member Sanchez, Committee Member Sellers, and Ad Hoc Committee Members Hanna and Sour. Vote to approve: 9-0. The motion carried unanimously.

#### **E. ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 6:28 p.m.

Respectfully submitted,

***Original Signed***

Veronica Chandler  
Planning Tech