

**City of Round Rock, Texas  
Capital Improvements Advisory Committee  
November 7, 2018, Meeting**

**Draft Meeting Minutes**

**A. CALL TO ORDER**

The November 7, 2018, 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 Rob Wendt, Committee Members Stacie Bryan, Casey Clawson, Jennifer Henderson, Michelle Ly, Selicia Sanchez, Jennifer Sellers, and Ad Hoc Committee Members Jesse Navarrete and David Sour. Committee Member Greg Rabaey was 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 June 6, 2018, meeting minutes.**

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

**MOTION:** Motion by Committee Member Bryan, second by Committee Member Henderson to approve the June 6, 2018, meeting minutes as presented.

**VOTE:** **Aye:** Chairman Pavliska, Vice Chair Wendt, Committee Member Bryan, Committee Member Clawson, Committee Member Henderson, Committee Member Ly, Committee Member Sellers, Committee Member Sanchez, and Ad Hoc Committee Members Navarrete and Sour. Vote to approve: 10-0. 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 in implementing the plan or imposing the impact fee.**

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, 2018, through September 30, 2018.

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 noted that the City continues to promote the reuse water system; the system has expanded, and the demand has grown. 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 reuse 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 one of the upcoming projects listed

in the report will address a needed expansion to the wastewater treatment plant. He concluded his presentation by comparing Round Rock and surrounding communities' single-family utility rates and their associated impact fees. He noted that Round Rock's utility rates remain some of the lowest in the region.

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 to four years so that the fees are set according to the growth patterns and needs of the water and wastewater utility system improvements. He stated that the Water and Wastewater Master Plan is anticipated to be updated in 2019. After the Master Plan update the adopted impact fees will be reviewed.

**MOTION:** Motion by Committee Member Clawson, second by Committee Member Henderson to approve the Semi-Annual Report and forward the recommendation to City Council.

**VOTE:** **Aye:** Chairman Pavliska, Vice Chair Wendt, Committee Member Bryan, Committee Member Clawson, Committee Member Henderson, Committee Member Ly, Committee Member Sellers, Committee Member Sanchez, and Ad Hoc Committee Members Navarrete and Sour. Vote to approve: 10-0. The motion carried unanimously.

#### **E. ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Veronica Chandler  
Planning Tech