

**MINUTES OF A REGULAR MEETING OF THE CITIZENS UTILITY BILLING REVIEW
ADVISORY COMMITTEE OF THE CITY OF PEARLAND, TEXAS, HELD ON THURSDAY,
JANUARY 21, 2021, VIA TELEPHONE/VIDEO CONFERENCE AT 5:00 P.M.**

CALL TO ORDER

Mayor Cole called the meeting to order at 5:08 p.m.

ROLL CALL AND CERTIFICATION OF QUORUM;

Mayor	Kevin Cole
Chair	Steve Saboe
Committee Member	Jimmie Davis
Committee Member	Denise Hewitt
Committee Member	Ralph King
Committee Member	Julie McClain
Committee Member	Patrick O'Day
Committee Member	Jennifer Sheffield
Committee Member	Mark Smith
City Attorney	Darrin Coker
Director of Communications	Joshua Lee
Chief Information Officer	Daniel McGhinnis
Interim Finance Director	John McCarter
Executive Assistant	Melanie Lawson
Utility Billing Manager	Nancy Massey
Utility Billing Assistant Manager	Dara Eng

CONSENT AGENDA;

- I. **Presentation; Introduction and Expectations;** Mayor Cole recognized all members of the quorum and introduced departmental staff.
 - a. **Scope and Charge to the Ad Hoc Advisory Committee** – Mayor Cole reviewed and discussed the Scope and Charge to the Ad Hoc Advisory Committee.
 - b. **Selection of Vice-Chair** – No decision was made. Selection of Vice-Chair to be decided at the next Committee meeting.

- II. **Presentation: Public Information Request;** Mayor Cole recognized Darrin Coker who presented to and reviewed the Public Information Request process, how the public information law apply to this Committee and stipulations for tracking applicable documentation for this committee.

- III. **Input and Discussion;** Mayor Cole discussed the Advisory Committee's timing, format, and frequency of future meetings. Discussion ensued.

Upon motion by Committee Member Patrick O'Day, seconded by Committee Member Denise Hewitt, after full discussion and the question being put to the Committee, the Advisory Committee voted unanimously to approve the next

meeting to be held on Monday, February 1, 2021 at 4:00 p.m. via telephone/video conference.

Discussion on process and timing of posting materials to the Committee webpage. Agenda and document will be posted at least 24 hours before the meeting and video, minutes and follow-up documentation will be posted with 72 hours of the end of the meeting.

Discussion on how best to collaborate using SharePoint or OneDrive. Staff to follow-up with process at the next meeting. Questions for next meeting to be emailed to Staff.

- IV. **Presentation:** Mayor Cole recognized John McCarter and Nancy Massey, who presented to and reviewed with the Advisory Committee the High-Level Utility Billing Overview and Pearland Background.
- V. **Input & Discussion:** Mayor Cole recommended the following items to be reviewed and discussed at the next Advisory Committee meeting.
 - a. **Overview of Raftelis Report**
 - b. **Overview of Staff Response to the Raftelis Report**

ADJOURNMENT

Meeting was adjourned at 7:07 p.m.