



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, February 25, 2026 at 7:00 PM

1. Call to Order

With a quorum present, Mayor James Vaughan called the meeting to order at 7:05 p.m.

CITY COUNCIL PRESENT: Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, and Councilmember Beth South. Councilmembers Brian Plunkett and Darin Walker were not in attendance.

CITY STAFF PRESENT: City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Services Jennifer Bills, Wastewater and Accounting Manager Theresa Sanchez, Police Chief Scott Gerdes, and City Attorney Charles Zech.

2. Administration Confirmation and Oath of Office for the appointment of Makayla Rodriguez as City Secretary.

City Administrator Trey Fletcher introduced Makayla Rodriguez. Mayor James Vaughan administered the oath of office, and Ms. Rodriguez joined the dais.

Mayor James Vaughan moved to item 3.

City Administrator Trey Fletcher indicated the need for a motion to confirm Makayla Rodriguez as City Secretary.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Beth South, the City Council voted 3-0 to confirm Makayla Rodriguez as City Secretary.

3. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request

the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Mayor James Vaughan opened the meeting for Public Comment. Hearing none, the public comment section was closed.

4. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approve minutes from the February 11, 2025 City Council meeting.

Mayor James Vaughan pointed out a typo with date of minutes from the February 11th meeting and that City Council should assume and approve the minutes with the corrected year of 2026.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Beth South, the City Council voted 3-0 to approve the Consent Agenda.

5. Wastewater Discuss and consider action on the Wastewater Capacity Study.

City Administrator Trey Fletcher briefed City Council on efforts by Wastewater Engineer Leigh Thomas of HRGreen to better understand the City's wastewater system.

Leigh Thomas and colleagues from HRGreen presented an analysis and overview of the City's wastewater system and outlined possible solutions. Discussion centered on the peak flow analysis, the City's wholesale agreement, and recommendations for the wastewater system.

The meeting was recessed at 9:05 p.m.

The meeting was reconvened at 9:16 p.m.

6. Administration Discuss and consider direction regarding city wide brush collection.

City Administrator Trey Fletcher briefed City Council on initiatives to increase fire mitigation throughout the community and current procedures. He also discussed existing resources to manage brush year-round and possible ideas for future implementation. City Council asked procedural questions regarding brush collection.

Councilmember Dana Harmon shared concern from the Firewise Committee related to dead brush and the need for stronger enforcement and maintenance. City Administrator Trey Fletcher and City Council discussed possible incentives and resources for the community to address dead brush.

Mayor James Vaughan mentioned possible enforcement for dead brush. City Administrator Trey Fletcher and City Council discussed enforcement implications.

City Council discussed strategies to raise awareness of existing services.

City Administrator Trey Fletcher stated that he will review annual zone pricing, propose two Firewise zones on a three-year rotation, and explore year-round or seasonal on-demand service with a chipping crew.

7. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Director of Building and Development Services Jennifer Bills stated a pre-construction meeting is scheduled for tomorrow, with construction to begin following a complete inspection.

Mayor James Vaughan moved to item 2.

8. Adjournment

Mayor James Vaughan adjourned the meeting at 9:57 p.m.

Respectfully submitted:


James Vaughan, Mayor

ATTEST:



City Secretary, Makayla Rodriguez

The minutes were approved on the 11th day of March, 2026.