

## **BRYAN BOARD OF PUBLIC AFFAIRS**

**FEBRUARY 20, 2018**

Board of Public Affairs Chairman Richard Long opened the meeting of the Bryan Board of Public Affairs with the following members present: Karen Ford, James Salsbury, Robert Eyre, and Tom Sprow. Also present were: Director of Utilities Kevin Maynard, Mayor Carrie Schlade, City Attorney Rhonda Fisher, Operations Manager Dawn Fitzcharles, Human Resource Director Jacqueline Perry, Electric Superintendent Al Sullivan, Water Superintendent Norm Echler, Engineering Supervisor Nathan Gardner, Communications Superintendent Joe Ferrell, Administrative Assistant Pamela Lucas, Local Programming and Production Lead Eric Herman, Bryan City Council President Judith Yahraus, and Clerk-Treasurer Laura Rode.

Chairman of the Board Long introduced and welcomed Board member Eyre as the newest member of the Board of Public Affairs.

Mr. Sprow moved, Ms. Ford seconded, to approve the minutes of the Regular Meeting held February 6, 2018, and the Special Meeting held February 13, 2018, as written. Roll call vote: all ayes; nays, none. Motion carried.

Engineering Supervisor Gardner introduced Administrative Assistant Pamela Lucas to the Board. She was welcomed by the Board.

Former Board of Public Affairs member Al Horn approached the Board regarding the committee meetings held by the Board. He requested that the Board reinstate providing committee meeting summaries. Further discussion was held.

Mr. Salsbury moved, Mr. Long seconded, to reinstate committee meeting reports. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Salsbury moved, Ms. Ford seconded, to approve the January 31, 2018, Clerk-Treasurer's report as presented by Clerk-Treasurer Rode. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Ed Finamore with Valutech Solutions Inc. presented the advanced metering infrastructure (AMI) feasibility study to the Board. The study included estimated installation cost of \$2,800,000 dollars with a projected four (4) year payback period based largely on metering and customer service personnel and service related reductions should the Board decide to proceed with advanced metering infrastructure for both electric and water services. The presentation covered multiple functionality services that could be enhanced using the new meters as well as increased revenues due to the efficiency of the new meters. In addition, he noted that a typical implementation period is three (3) years. Further discussion was held.

Resolution No. 5, 2018, titled,

**AUTHORIZING THE DIRECTOR OF UTILITIES AND CLERK-TREASURER TO EXECUTE A COOPERATIVE AGREEMENT FOR CONSTRUCTION OF THE SOUTH WALNUT STREET/EAST SOUTH STREET WATER MAIN REPLACEMENT PROJECT**

was presented and read by title only. Operations Manager Fitzcharles reviewed with the Board the 2018 South Walnut Street/East South Street water main replacement project. The project consists of installation of approximately 3,593 feet of eight (8) inch water main, seven (7) fire hydrants, and 75 water service lines. The estimated cost of the project is \$633,055.34. She continued to note that the resolution pertains to enabling legislation to allow Bryan Municipal Utilities to submit a loan application should the Board choose to proceed with the project. She also provided an applicable timeline for reference. Further discussion was held.

Mr. Salsbury moved, Mr. Sprow seconded, to pass Resolution No. 5, 2018. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 6, 2018, titled,

**AUTHORIZING THE OPERATIONS MANAGER TO SERVE AS BRYAN MUNICIPAL UTILITIES EXECUTIVE HEAD IN THE ABSENCE OF THE DIRECTOR OF UTILITIES AND TO PERFORM SUCH OTHER EXECUTIVE HEAD FUNCTIONS AS DIRECTED BY THE DIRECTOR OF UTILITIES**

was presented and read by title only. Director of Utilities Maynard requested the Board's approval to allow the Operations Manager to serve as the Bryan Municipal Utilities executive head in the absence of the Director of Utilities and to perform such other executive head functions on behalf of Bryan Municipal Utilities as directed by the Director of Utilities.

Ms. Ford moved, Mr. Long seconded, to pass Resolution No. 6, 2018. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 7, 2018, titled,

**AUTHORIZING WAGE ADJUSTMENTS FOR NON-BARGAINING UNIT HOURLY AND SALARIED STAFF**

was presented and read by title only. Chairman of the Board Long explained to the Board the compression issues for non-bargaining unit personnel that the proposed resolution addresses. Human Resource Director Perry added that the proposed annual wage adjustment and realignment of wages addressing compression issues would be effective April 1, 2018.

Mr. Salsbury moved, Mr. Sprow seconded, to pass Resolution No. 7, 2018. Roll call vote: all ayes; nays, none. Motion carried.

Communications Superintendent Ferrell then requested to move Communications Technician I Patrick Wilde from probationary status to regular employment status effective February 22, 2018, and continued by noting that he continues to be a great employee.

Ms. Ford moved, Mr. Salsbury seconded, to move Communications Technician I Patrick Wilde from probationary status to regular employment status effective February 22, 2018, with no change in pay. Roll call vote: all ayes; nays, none. Motion carried.

Operations Manager Fitzcharles gave a presentation on the recent unusually high utility bills. She noted that extremely cold weather had increased usage over previous periods and that some extended meter readings were largely responsible for the spike in utility bills. Questions were asked at various intervals of the presentation.

Mr. Salsbury moved, Mr. Long seconded, to pay bills. Roll call vote: all ayes; nays, none. Motion carried.

Director of Utilities Maynard reminded the Board of the upcoming meeting for the Williams County Development Corporation.

Mayor Schlade reviewed the previous evening's Council agenda as well as reminded the Board of the upcoming Ohio Municipal Electric Association conference in Washington, D.C.

Mr. Sprow moved, Mr. Salsbury seconded, to adjourn the meeting. Roll call vote: all ayes; nays, none. Motion carried.

---

Chairman of the Board

---

Clerk-Treasurer