

**BRYAN BOARD OF PUBLIC AFFAIRS**

**AUGUST 7, 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: Mayor Carrie Schlade, Director of Utilities Kevin Maynard, City Attorney Rhonda Fisher, Operations Manager Dawn Fitzcharles, Human Resource Director Jacqueline Perry, Electric Superintendent Al Sullivan, City Council members Judith Yahraus, Richard Hupe, Mary Leatherman, F. John Betts, and Lynn Wieland, and Clerk-Treasurer Laura Rode.

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

Ms. Ford moved, Mr. Eyre seconded, to approve the minutes of the Joint Special Meeting held July 16, 2018, and the Regular Meeting held July 17, 2018, as written. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 21, 2018, titled,

**TO FORMALLY ADOPT AND IMPLEMENT THE 16<sup>TH</sup> EDITION OF THE AMERICAN PUBLIC POWER ASSOCIATION'S SAFETY MANUAL FOR THE GUIDANCE AND SAFETY OF ALL EMPLOYEES**

was presented and read by title only. Human Resource Director Perry requested the Board approve the 16<sup>th</sup> edition of the American Public Power Association's Safety Manual in an effort to promote a safe and injury-free work environment.

Mr. Sprow moved, Ms. Ford seconded, to pass Resolution No. 21, 2018. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 22, 2018, titled,

**AUTHORIZING ADVERTISING FOR BIDS FOR MATERIALS ASSOCIATED WITH THE 69kV TRANSMISSION LINE REROUTING PROJECT**

was presented and read by title only. Electric Superintendent Sullivan informed the Board of the intent to reroute approximately 5,000 feet of overhead 69kV transmissions line from Daggett Substation to the proposed Bryan Industrial & Commercial Park substation site. The request to advertise for bids is to obtain the materials associated with that project. Further discussion was held.

Mr. Salsbury moved, Mr. Eyre seconded, to pass Resolution No. 22, 2018. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 23, 2018, titled,

**AUTHORIZING ADVERTISING FOR BIDS FOR A LINE CLEARANCE AND TREE TRIMMING PROGRAM**

was presented and read by title only. Electric Superintendent Sullivan informed the Board that American Municipal Power had dissolved their line clearance crew. Therefore, Bryan Municipal Utilities has the need to request bids for a line clearance and tree trimming program. If approved, a one (1) year line clearance and tree trimming program would be established with Consumer Price Index increases for the next three (3) years. Further discussion was held noting residents should be provided notice of trimming services being conducted as sometimes the service personnel and/or vehicles are not identified.

Ms. Ford moved, Mr. Eyre seconded, to pass Resolution No. 23, 2018. Roll call vote: all ayes; nays, none. Motion carried.

Local Programming and Production Lead Eric Herman entered the meeting at 6:20 p.m.

Director of Operations Fitzcharles presented the Board with a draft of a utility payment and service disconnection policy as well as a Medical Certification Program. Discussion was held concerning the disconnection process during extreme temperatures as well as the potential for utilizing limiters among other issues.

Director of Operations Fitzcharles requested permission to hire Thaddeus Goff as a temporary part-time laborer for the Communications video crew effective August 8, 2018, noting his communications experience.

Mr. Salsbury moved, Mr. Long seconded, to hire Thaddeus Goff as a temporary part-time laborer for the Communications video crew effective August 8, 2018, at a rate of \$9.00 per hour. Roll call vote: all ayes; nays, none. Motion carried.

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

Mayor Schlade thanked Council and Williams County Economic Development team for their attendance and presentation, respectively.

Director of Utilities Maynard updated the restoration process for the South Walnut/East South Street project as well as the downtown lighting project.

Board Chairman Long thanked the Council for attending the Board of Public Affairs meeting.

Human Resource Director Perry requested the Board set a date for their Strategic Planning meeting. Further discussion was held.

Mr. Eyre moved, Mr. Long seconded, to set a Special Meeting for the purpose of strategic planning on Thursday, August 23, 2018, at 8:00 a.m. at Bryan Municipal Utilities. Roll call vote: all ayes; nays, none. Motion carried.

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

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Chairman of the Board

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Clerk-Treasurer