

## **BRYAN BOARD OF PUBLIC AFFAIRS**

**OCTOBER 3, 2017**

Board of Public Affairs Chairman Richard Long opened the meeting of the Bryan Board of Public Affairs with the following members present: Jim Salsbury, Karen Ford, William Pepple, and Tom Sprow. Also present were: Mayor Douglas Johnson, Director of Utilities Kevin Maynard, City Attorney Rhonda Fisher, Human Resource Director Jacqueline Perry, Electric Superintendent Al Sullivan, Water Superintendent Norm Echler, Communications Superintendent Joe Ferrell, Lineworker Supervisor Adam Brandt, Lineworker IV Kevin Rau, Lineworker IV Brandon Suffel, Lineworker III Brad Plummer, Local Programming and Production Lead Eric Herman, City Council members Carrie Schlade and Judy Yahraus, and Clerk-Treasurer Laura Rode.

Mr. Salsbury moved, Mr. Sprow seconded, to approve the minutes of the Regular Meeting held September 5, 2017, as written. Roll call vote: all ayes; nays, none. Motion carried.

Ms. Ford moved, Mr. Long seconded, to approve the August 31, 2017, Clerk-Treasurer's report as presented by Clerk-Treasurer Rode. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 23, 2017, titled,

### **DESIGNATING OCTOBER 1-7 AS PUBLIC POWER WEEK AND RECOGNIZING BRYAN MUNICIPAL UTILITIES' COMMUNITY CONTRIBUTIONS**

was presented and read by title only.

Mr. Salsbury moved, Mr. Long seconded, to pass Resolution No. 23, 2017. Roll call vote: all ayes; nays, none. Motion carried.

Director of Utilities Maynard reviewed with the Board a proposed Electric Department Minimum Cash Reserve Policy. The policy is designed to ensure adequate unrestricted funds for operation and maintenance expenses, debt service requirements, capital improvement requirements, and other various needs. The policy is written to allow for the higher calculation method between Moody's Investor Services and Utility Financial Solutions to be utilized. Further discussion was held.

Resolution No. 24, 2017, titled,

### **ESTABLISHING AN ELECTRIC UTILITY MINIMUM CASH RESERVE POLICY**

was presented and read by title only.

Ms. Ford moved, Mr. Long seconded, to pass Resolution No. 24, 2017. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 25, 2017, titled,

**WAIVING COLLECTION OF CERTAIN POWER SUPPLY COSTS AND ESTABLISHING THE INITIAL POWER SUPPLY COST ADJUSTMENT APPLICABLE TO ELECTRIC RATES ADOPTED AUGUST 15, 2017**

was presented and read by title only. Director of Utilities Maynard reviewed the timeline regarding the power supply cost adjustment which led to this request to waive \$168,669.03 difference in actual power supply costs and the power supply costs recovered in the electric utility rate schedules and the \$0.0279 per kWh power supply cost adjustment as set in Resolution 12, 2017. He reminded that the new Electric Utility Rate Schedules were adopted by the Board on August 15, 2017, and added that the power supply cost adjustment factor was initially set at \$0.00 per kWh for bills rendered on or after September 20, 2017. Further discussion was held noting that the power supply cost adjustment could be a negative in the future.

Mr. Pepple moved, Mr. Salsbury seconded, to pass Resolution No. 25, 2017. Roll call vote: all ayes; nays, none. Motion carried.

Water Distribution Supervisor John Caperton entered the meeting at 5:16 p.m.

Water Superintendent Echler and Electric Superintendent Sullivan provided the Board with information intended to justify the purchase of 2017 hydro excavator. Reasons supporting the purchase include maintenance and operation advantages, customer service improvement, and safety enhancements. Communications Superintendent Ferrell added that the hydro excavator would help to prevent interruptions in Internet services as well as when lines are damaged while digging in areas of underground utility congestion. Further discussion was held noting that the cost of the hydro excavator is \$302,688.50 through the State of Ohio Purchasing Program.

Resolution No. 26, 2017, titled,

**AUTHORIZING THE DIRECTOR OF UTILITIES TO PURCHASE A 2017 HYDRO EXCAVATOR FOR THE ELECTRIC AND WATER DEPARTMENTS**

was presented and read by title only.

Mr. Salsbury moved, Mr. Sprow seconded, to pass Resolution No. 26, 2017. Roll call vote: all ayes; nays, none. Motion carried.

Director of Utilities Maynard asked the Board to consider an annual request by the Parks and Recreation Department for \$2,000 for the purchase of street trees.

Mr. Pepple moved, Mr. Salsbury seconded, to approve a \$2,000 donation to the Parks and Recreation Department for the purchase of street trees. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Perry provided the Board with a retirement analysis noting 25% of the existing Bryan Municipal Utilities work force is eligible to retire in 2018 including several key positions. An organization chart was presented depicting the timeline that various positions are eligible to retire. She added that the Power Production department, department heads and the Director of Utilities position are areas of high concern and outlined a succession plan. Further discussion was held.

Mr. Salsbury moved, Mr. Long seconded, to allow the posting for a Power Plant Operator. Roll call vote: all ayes; nays, none. Motion carried.

Discussion then was held regarding the Board's interest in an Operations Manager position.

Mr. Pepple moved, Mr. Salsbury seconded, to proceed with investigating the details of an Operations Manager position. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Perry then had the Board clarify that she was to create the position, proceed with the posting, and to return to the Board at the next meeting with a resolution along with the job description and salary information.

Water Superintendent Echler gave an update to the Board of the Water Distribution System Leak Survey. He noted that all leaks discovered had been repaired.

Water Superintendent Echler and Water Distribution Supervisor Caperton exited the meeting at 6:16 p.m.

Lineworker Supervisor Brandt gave the Board a presentation on the American Municipal Power mutual aid assistance which was offered to municipalities within the State of Florida following Hurricane Irma. Lineworkers Rau, Suffel, and Plummer were recognized members from Bryan serving on the 20 member Red Sector team organized by Lineworker Supervisor Brandt. The Board proudly recognized the efforts of the linemen noting the sincere appreciation of the cities and citizens assisted in Florida.

Local Programming and Production Lead Herman also reviewed for the Board the social media response to the local mutual aid effort.

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

Board members again commended the linemen for the mutual aid effort.

Director of Utilities Maynard noted several awards recently received at the Ohio Municipal Electric Association including a service award for Mayor Johnson, honorary member awards for Board member Salsbury, former Board member Horn, and Mayor Johnson, safety awards, mutual aid recognition and others.

Mayor Johnson advised that the soccer field lights were up and intended to be used at upcoming matches.

A brief recess was taken.

Mr. Pepple moved, Mr. Long seconded, to go into Executive Session to discuss compensation of personnel at 6:47 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Asked to attend the Executive Session were: Mayor Johnson, Director of Utilities Maynard, Human Resource Director Perry, and City Clerk-Treasurer Laura Rode.

Mr. Pepple moved, Mr. Salsbury seconded, to adjourn Executive Session at 6:57 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Pepple moved, Mr. Sprow seconded, to set a Joint Special Meeting to be held in Executive Session with Bryan City Council on Monday, October 16, 2017, at 5:45 p.m. in the Don North Building to discuss the compensation of personnel. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Salsbury moved, Mr. Long 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