

BRYAN BOARD OF PUBLIC AFFAIRS

DECEMBER 3, 2019

Board of Public Affairs Chairman Jim Salsbury opened the meeting of the Bryan Board of Public Affairs with the following members present: Karen Ford, Richard Long, Derek Allen, and Tom Sprow. Also present were: Mayor Carrie Schlade, Operations Manager Dawn Fitzcharles, Electric Superintendent Al Sullivan, Water Superintendent Norm Echler, Communications Superintendent Joe Ferrell, Power Plant Production Superintendent Jim Coressel, City Council member Judith Yahraus, Board of Public Affairs member-elect Annette Schreiner, and Clerk-Treasurer Laura Rode.

Mr. Allen moved, Mr. Long seconded, to approve the minutes of the Special Meeting held on November 13, 2019, and the Regular Meeting held on November 19, 2019, as written. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Jacqueline Perry and City Councilman F. John Betts entered the meeting at 5:02 p.m.

Operations Manager Fitzcharles gave the Board an updated presentation of the operations portion of the proposed 2020 budget for the Electric, Water, and Communications departments, respectively. Power Plant Superintendent Coressel, Electric Superintendent Sullivan, Communications Superintendent Ferrell and Water Superintendent Echler each addressed the Board with regard to the anticipated capital projects for their departments. Discussion was held at various intervals to further explain project requirements, timelines, and necessity.

Operations Manager Fitzcharles led a discussion regarding the fiber and coax lease as the ten year term limit set by Resolution 59, 2009, expires as of December 31, 2019. The current balance on the fiber and coax lease is \$409,125.60. She referred to the interfund loan from the Electric Department to the Communications Department as an integral piece regarding the lease as a decision was made in 2013 to accelerate the payoff of the interfund loan which reduced the amount of the fiber and coax lease payments leaving the current \$409,125.60 balance. Operations Manager Fitzcharles then proposed a \$50,000 principal and interest payment for 2020 and to revisit the terms and conditions of future payments for the fiber and coax lease each year until the Electric Department is made whole. Further discussion was held by the Board noting that a review in one (1) year seemed reasonable to which Communications Superintendent Ferrell added the fiber and coax lease payment amounts hinge on cable and Internet revenues. Operations Manager Fitzcharles plans to come back to the next meeting with a resolution for the Board's consideration.

Resolution No. 42, 2019, titled,

AUTHORIZING A TRANSFER AND APPROPRIATION TO THE WATER CAPITAL RESERVE FUND

was presented and read by title only. Operations Manager Fitzcharles requested the Board approve the transfer and appropriation of \$680,000 from the Water Fund to the Water Capital Reserve Fund for capital improvement purposes. She further requested that \$117,735 be appropriated in the Water Capital Reserve Fund for the High Pressure Filter project. Further discussion was held with Water Superintendent Echler sharing the details of the High Pressure Filter project. He noted that during a high-pressure filter inspection by WesTech Engineering, damage and internal corrosion was discovered in one (1) of the horizontal high pressure filters. The damage requires the rehabilitation of the entire filter including the removal of sand and gravel media and other necessary repairs. All Service Contracting Corp. is recommended to proceed with the emergency repairs which will require a shutdown of one (1) of the two (2) high pressure filters at a cost of \$117,735. As this is deemed an emergency, the bidding process will be waived if approved. Further discussion was held.

Mr. Long moved, Mr. Allen seconded, to pass Resolution No. 42, 2019. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 43, 2019, titled,

AUTHORIZING A TRANSFER AND APPROPRIATION TO THE ELECTRIC CAPITAL RESERVE FUND

was presented and read by title only. Operations Manager Fitzcharles requested the Board approve the transfer and appropriation of \$1,000,000 from the Electric Fund to the Electric Capital Reserve Fund for capital improvement purposes. Further discussion was held.

Ms. Ford moved, Mr. Sprow seconded, to pass Resolution No. 43, 2019. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 44, 2019, titled,

AUTHORIZING A TRANSFER AND APPROPRIATION TO THE COMMUNICATIONS CAPITAL RESERVE FUND

was presented and read by title only. Operations Manager Fitzcharles requested the Board approve the transfer and appropriation of \$55,000 from the Communications Fund to the Communications Capital Reserve Fund for capital improvement purposes. Further discussion was held.

Ms. Ford moved, Mr. Long seconded, to pass Resolution No. 44, 2019. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 45, 2019, titled,

AUTHORIZING ENTERING AN AGREEMENT WITH ALL SERVICE CONTRACTING CORP. FOR FILTER REHABILITATION AT THE WATER TREATMENT PLANT, WAIVING THE BIDDING PROCESS, AND DECLARING AN EMERGENCY

was presented and read by title only. (See discussion from Resolution No. 42, 2019.)

Mr. Long moved, Mr. Salsbury seconded, to pass Resolution No. 45, 2019. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 46, 2019, titled,

AUTHORIZING RENEWAL OF AN AGREEMENT WITH BLACK BOX NETWORK SERVICES FOR INTERNET AND INFORMATION TECHNOLOGIES OPERATION, MAINTENANCE AND CONSULTING SERVICES

was presented and read by title only. Communications Superintendent Ferrell requested to renew an agreement with Blackbox Network Services for Internet and information technologies operations, maintenance, and consulting services at an unchanged annual cost of \$59,000 for 2020. Further discussion was held.

Ms. Ford moved, Mr. Long seconded, to pass Resolution No. 46, 2019. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 47, 2019, titled,

AUTHORIZING RENEWAL OF AN AGREEMENT WITH COLDWATER BOARD OF PUBLIC UTILITIES FOR COMMUNICATIONS SUPPORT DESK AND AFTER HOUR CALL SERVICES

was presented and read by title only. Communications Superintendent Ferrell requested to renew the support desk and after hour call services with Coldwater Board of Public Utilities at a cost of \$21,600 for 2020. Further discussion was held.

Mr. Long moved, Ms. Ford seconded, to pass Resolution No. 47, 2019. Roll call vote: all ayes; nays, none. Motion carried.

Discussion was held regarding the need to set a Special Meeting for any pertinent year end business.

Mr. Long moved, Mr. Salsbury seconded, to set a Special Meeting to discuss any pertinent year end business on December 30, 2019, at 5:00 p.m. in the Board room. Roll call vote: all ayes; nays, none. Motion carried.

Discussion was held regarding the need to reestablish Board committees for 2020 and to perhaps meet quarterly versus each month. Chairman Salsbury stated that the Board Chairman for 2020 will establish Board committees for the next year.

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

Board members and Mayor Schlade were appreciative of the efforts by department heads with regard to the budget. Board member Ford thanked those involved in decorating the Bryan Municipal Utilities offices and the downtown for the holiday season.

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

Chairman of the Board

Clerk-Treasurer