

BRYAN BOARD OF PUBLIC AFFAIRS

AUGUST 18, 2020

Board of Public Affairs Chairman Richard Long opened the meeting of the Bryan Board of Public Affairs with the following members participating via teleconference: Karen Ford, Annette Schreiner, Jim Salsbury, and Tom Sprow. Also participating via teleconference: Mayor Carrie Schlade, City Attorney Rhonda Fisher, Operations Manager Dawn Fitzcharles, Human Resource Director Jacqueline Schlachter, Engineering Supervisor Nathan Gardner, Power Production Superintendent Jim Coressel, Local Programming and Production Lead Eric Herman, and Clerk-Treasurer Laura Rode.

Ms. Ford moved, Ms. Schreiner seconded, to approve the minutes of the Regular Meeting held on August 4, 2020, as written. Roll call vote: all ayes; nays, none. Motion carried.

Ms. Ford moved, Mr. Long seconded, to approve the Clerk-Treasurer's report as of July 31, 2020, as submitted by Clerk-Treasurer Rode. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Schlachter reminded the Board that she had been requested to contact the primary candidate for the Director of Utilities position at the previous meeting. After reviewing the candidate's qualifications, she requested the Board's approval to promote Engineering Supervisor Gardner to the position of Director of Utilities effective August 17, 2020. Further discussion was held with Board members expressing their pleasure of Engineering Supervisor Gardner's acceptance of the position.

Mr. Salsbury moved, Mr. Long seconded, to promote Engineering Supervisor Gardner to the position of Probationary Director of Utilities effective August 17, 2020, at a salary of \$102,500 per year. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 27, 2020, titled,

A RESOLUTION TO SET THE EMPLOYEE ANNUAL PREMIUM RATE FOR HEALTH INSURANCE FOR THE PERIOD SEPTEMBER 1, 2020 THROUGH AUGUST 31, 2021, AND DECLARING AN EMERGENCY.

was presented and read by title only. City Clerk-Treasurer Rode reviewed the health insurance premium rates for Council for the period September 1, 2020, through August 31, 2021. She stated there would be a 5.47% health insurance rate increase noting changes to the deductibles and out-of-pocket costs for employees as well. Further discussion was held.

Ms. Schreiner moved, Mr. Sprow seconded, to pass Resolution No. 27, 2020. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 28, 2020, titled,

EXTENDING THE TEMPORARY MODIFICATIONS TO THE BRYAN GOOD NEIGHBORS UTILITY FUND TO ASSIST FAMILIES AFFECTED BY THE IMPACTS OF THE COVID-19 PANDEMIC

was presented and read by title only. Operations Manager Fitzcharles requested the Board continue the \$500 limit for assistance per household via the Good Neighbors Fund as well as allowing communication services to be allowed for assistance via this resolution through October 31, 2020, due to the COVID-19 pandemic. Further discussion was held with gratitude expressed to the donors of the program.

Mr. Salsbury moved, Mr. Sprow seconded, to pass Resolution No. 28, 2020. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Schlachter exited the meeting at 5:20 p.m. and returned to the meeting at 5:24 p.m.

Resolution No. 29, 2020, titled,

AUTHORIZING A TEMPORARY REVISION TO BRYAN MUNICIPAL UTILITY POLICIES TO EXTEND THE NOTICE FOR DISCONNECTION TO A 48-HOUR NOTICE, AND DECLARING AN EMERGENCY

was presented and read by title only. Operations Manager Fitzcharles recommended the Board approve extending the disconnection notice to 48 hours for non-payment of utility bills through October 31, 2020.

Ms. Ford moved, Mr. Long seconded, to pass Resolution No. 29, 2020. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 30, 2020, titled,

AUTHORIZING CHANGE ORDER NO. 1 AND FINAL FOR “SOUTH WILLIAMS STREET WATER MAIN REPLACEMENT PROJECT 2020”

was presented and read by title only. Director of Utilities Gardner recommended the Board approve change order number one (1) and final for the South Williams Street Water Main Replacement project for a final contract price of \$689,949.80. He further noted the Bryan Municipal Utilities portion decreased by \$1,975. Further discussion was held.

Mr. Sprow moved, Mr. Salsbury seconded, to pass Resolution No. 30, 2020. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 31, 2020, titled,

AUTHORIZING THE TRANSFER AND APPROPRIATION OF FUNDS TO THE 34.5 kV UPGRADE PROJECT

was presented and read by title only. Power Production Superintendent Coressel and Operations Manager Fitzcharles recommended the Board approve the transfer and appropriation of \$300,000 for the 34.5 kV Upgrade project from the 501 Electric Fund to the 515 Electric Capital Reserve Fund. Further discussion was held.

Ms. Ford moved, Ms. Schreiner seconded, to pass Resolution No. 31, 2020. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 32, 2020, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO ADVERTISE FOR MAJOR EQUIPMENT BIDS FOR THE 34.5 kV UPGRADE PROJECT

was presented and read by title only. Power Production Superintendent Coressel requested the Board for permission to advertise for the major equipment bids for the 34.5 kV Upgrade project.

Ms. Schreiner moved, Mr. Salsbury seconded, to pass Resolution No. 32, 2020. Roll call vote: all ayes; nays, none. Motion carried.

Power Production Superintendent Coressel requested the Board move Power Plant Operator IV Tom Wheeler from probationary status to regular employment status effective September 8, 2020, noting that he is a great asset to Bryan Municipal Utilities.

Ms. Ford moved, Mr. Long seconded, to move Power Plant Operator IV Tom Wheeler from probationary status to regular employment status effective September 8, 2020, with no change in pay. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Schlachter explained to the Board that a Bryan Municipal Utilities' employee has exhausted all family and medical leave as of August 6, 2020, and is not eligible for any other leave. The employee was requested to return to work on August 7, 2020, and did not return. Therefore, the employee abandoned the position as of August 7, 2020. Human Resource Director Schlachter, therefore, requested the Board accept the abandonment of the position as a voluntary termination of a public employee effective August 7, 2020, noting the name was not disclosed due to medical privacy requirements.

Mr. Salsbury moved, Mr. Sprow seconded, to approve the voluntary termination of a public employee effective August 7, 2020. Roll call vote: all ayes; nays, none. Motion carried.

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

Mayor Schlade reminded that due to the Labor Day holiday, the next Council meeting is September 8, 2020, while the next Board of Public Affairs meeting is scheduled for September 1, 2020. She also shared her wish for a safe and healthy return to schools for all involved.

Board members all congratulated Director of Utilities Gardner and Power Plant Operator IV Wheeler on their respective promotions.

Director of Utilities Gardner thanked the Board for their support and for the consideration of promoting from within.

A brief recess was taken.

Mr. Salsbury moved, Mr. Sprow seconded, to go into Executive Session to discuss the employment and compensation of public employees and the acquisition of property at 5:57 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Asked to attend the Executive Session were: Mayor Schlade, City Attorney Fisher, Director of Utilities Gardner, Operations Manager Fitzcharles, Human Resource Director Schlachter, and City Clerk-Treasurer Rode.

Ms. Ford moved, Mr. Long seconded, to exit the Executive Session at 6:20 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Director Schlachter led a discussion with the Board regarding the need to post for the Engineering Supervisor position which has come open due to the promotion of Director of Utilities Gardner. Further discussion was held.

Mr. Sprow moved, Mr. Long seconded, to allow for the posting and advertisement for the Engineering Supervisor position. Roll call vote: all ayes; nays, none. Motion carried.

Operations Manager Fitzcharles discussed with the Board the possibility of waiving the tap and service fees associated with the 2020 Amphitheater project which is currently under construction. She estimated the fees to be approximately \$2,500. Further discussion was held regarding the ongoing maintenance of the project.

Mr. Salsbury moved, Mr. Sprow seconded, to waive the tap and service fees associated with the 2020 Amphitheater project. Roll call vote: all ayes; nays, none. Motion carried.

Operations Manager Fitzcharles thanked the Board for their continued support.

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

Chairman of the Board

Clerk-Treasurer