

BRYAN BOARD OF PUBLIC AFFAIRS

NOVEMBER 1, 2022

Board of Public Affairs Chairman Jim Salsbury opened the meeting of the Bryan Board of Public Affairs at 5:00 p.m. with the following members present: Annette Schreiner, Karen Ford, Richard Long, and Tom Sprow. Also present were: Mayor Carrie Schlade, Director of Utilities Nathan Gardner, Operations Manager Derek Schultz, Electric Superintendent Al Sullivan, Human Resource Manager Jacqueline Schlachter, and Clerk-Treasurer Laura Rode.

Mr. Long moved, Ms. Ford seconded, to approve the minutes of the Regular Meeting held on October 18, 2022, as written. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 42, 2022, titled,

AUTHORIZING CHANGE ORDER NO. 1 FOR THE ELECTRIC DEPARTMENT'S 34.5 KV to 69 KV LINE CONVERSION PROJECT MATERIALS

was presented and read by title only. Director of Utilities Gardener requested the Board approve change order number one (1) for the 34.5 kV to 69 kV Line Conversion Project for an increase in the amount of \$19,930.47 to Anixter/WESCO Distribution Inc. due to multiple box quantity changes and a discrepancy in the part number in supplying horizontal versus vertical 69 kV switches. The increase in cost is still with the 2022 appropriated budget amount. Further discussion was held.

Mr. Long moved, Mr. Sprow seconded, to pass Resolution No. 42, 2022. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 43, 2022, titled,

CREATING JOB CLASSIFICATIONS FOR UTILITY ENGINEERING ASSISTANT / GIS COORDINATOR AND UTILITY ENGINEERING ASSISTANT / PROJECT COORDINATOR

was presented and read by title only. Human Resource Director Schlachter requested the Board approve creating job classifications for Utility Engineering Assistant/GIS Coordinator and Utility Engineering Assistant/Project Coordinator. Job descriptions were also attached for the Board's review. Further discussion was held.

Mr. Sprow moved, Mr. Salsbury seconded, to pass Resolution No. 43, 2022. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 44, 2022, titled,

UPDATING THE BRYAN UTILITIES COMPENSATION PLAN FOR NON-BARGAINING HOURLY AND SALARIED STAFF

was presented and read by title only. Human Resource Director Schlachter requested the Board approve the annual update to the Bryan Utilities Compensation Plan for non-bargaining hourly and salaried staff. She continued that the updated plan included the two (2) aforementioned positions as well as recognizing the upcoming increase in minimum wage. Further discussion was held.

Mr. Long moved, Mr. Salsbury seconded, to pass Resolution No. 44, 2022. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Manager Schlachter recommended moving Engineering Assistant I Steven Hall from probationary status to regular employment status effective November 17, 2022, taking him from a pay rate of \$19.50 per hour to a pay rate of \$20.10 per hour. She also noted the value of his diverse background. Further discuss was held.

Mr. Long moved, Ms. Ford seconded, to move Engineering Assistant I Steven Hall from probationary status to regular employment status effective November 17, 2022, taking him from a pay rate of \$19.50 per hour to a pay rate of \$20.10 per hour. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Manager Schlachter recommended moving Water Plant Supervisor Chad Fitzenrider from probationary status to regular employment status effective November 23, 2022, with no change in pay noting that he has transitioned well into the supervisory role. Further discussion was held.

Ms. Ford moved, Mr. Salsbury seconded, to move Water Plant Supervisor Chad Fitzenrider from probationary status to regular employment status effective November 23, 2022, with no change in pay. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Manager Schlachter recommended moving Warehouse II Justin Waldfogel from probationary status to regular employment status effective November 24, 2022, with no change in pay noting that he is a great asset to Bryan Municipal Utilities.

Ms. Ford moved, Ms. Schreiner seconded, to move Warehouse II Justin Waldfogel from probationary status to regular employment status effective November 24, 2022, with no change in pay. Roll call vote: all ayes; nays, none. Motion carried.

Human Resource Manager Schlachter recommended a merit increase for part-time laborer Jeff Schlosser taking him from a rate of \$17.23 per hour to a rate of \$17.81 per hour effective November 2, 2022. She added that he is instrumental to the AMI project. Further discussion was held.

Mr. Long moved, Ms. Ford seconded, to give a merit increase for part-time laborer Jeff Schlosser taking him from a rate of \$17.23 per hour to a rate of \$17.81 per hour effective November 2, 2022. Roll call vote: all ayes; nays, none. Motion carried.

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

Director of Utilities Garden and Board members congratulated the individuals receiving employee status changes. In addition, Director of Utilities Gardner informed the Board of the progress on the water tower and the Airmate project.

Electric Superintendent Sullivan updated the Board on the Christmas lights being placed on the courthouse square.

A brief recess was taken.

Ms. Schreiner moved, Mr. Long seconded, to go into Executive Session to discuss compensation, employment and hiring of public employees at 5:27 p.m. Roll call vote: all ayes; nays, none. Motion carried

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

Board member Long exited the Executive Session at 6:00 p.m. and re-entered the Executive Session at 6:03 p.m.

Director of Utilities Gardner exited the Executive Session at 6:27 p.m. and re-entered the Executive Session at 6:30 p.m.

Director of Human Resources Schlachter exited the Executive Session at 6:35 p.m. and re-entered the Executive Session at 6:37 p.m.

Director of Utilities Gardner, Operations Manger Schultz, and City Clerk-Treasurer Rode exited the Executive Session at 6:40 p.m.

A brief recess was taken from 6:41 p.m. to 6:48 p.m.

Board member Long exited the Executive Session at 7:15 p.m. and re-entered the Executive Session at 7:17 p.m.

Mayor Schlade exited the Executive Session at 7:18 p.m.

Mr. Long moved, Ms. Schreiner seconded, to exit Executive Session at 7:44 p.m. Roll call vote: all ayes; nays, none. Motion carried.

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

Chairman of the Board

Clerk-Treasurer