

MINUTES
UTILITY ADVISORY BOARD
City of Garland
Council Work Session Room, City Hall
200 N. Fifth Street, Garland, TX
6:00 p.m., April 13, 2010

1. Welcome/Roll Call

The meeting was called to order by Chairman Hyatt at 6:00 p.m.

Attendance: Lowell Hyatt, Lee Alewine, Linda Kirk Campbell, Gary Pickens, Jim Spence, Billy Thompson, Tony Torres

Staff: René Dowl

Absent: There were no absences

2. Consider Approval of the Minutes for March 23, 2010

Chairman Hyatt asked for comments or changes to the March 23, 2010, minutes.

There were no comments or changes.

Mr. Spence abstained from voting on this item.

--Motion by Mr. Alewine to accept the minutes; seconded by Mr. Thompson. The motion was unanimously passed.

3. Consideration of Excusing Absences for UAB Members

Mr. Torres left the room while the Board discussed approving his absence from the March 23, 2010, meeting.

Mr. Spence abstained from voting on this item.

--Motion was made by Mrs. Campbell to accept the absence as excused; seconded by Mr. Alewine.

Mr. Pickens' absence from the March 23, 2010, meeting will be recorded as unexcused because no proposal was submitted to consider it as excused. Mr. Pickens added that he included in his email that he would be out of town but did not submit a proposal.

4. Welcome new member and do introductions

Each Board member, the secretary, as well as Mr. Spence, gave a brief overview of their background and occupation.

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5. Discuss plans for orientation of new UAB member. (Alewine) (formerly #7)

Mr. Spence was provided with a copy of the UAB information notebook.

Mr. Alewine is compiling presentations from staff for Mr. Spence. Mr. Spence provided Mr. Alewine with the APPA Electricity Basics publication and suggested that it might be a valuable tool for the orientation packet and new Council members.

Mr. Spence stated he wants to provide the Board with TMPA information he has but desires approval from the Mayor before he shares the documents.

Chairman Hyatt announced the April 30, 2010, resignation of Mr. Pickens from the Board. Mr. Pickens expressed his appreciation for being a member and his willingness to assist the Board longer if necessary.

--Action Secretary will provide a copy of his resignation letter to Board members and the City Secretary.

6. Review responsibilities and authority of UAB as defined by city ordinance (formerly #5)

The Board reviewed the ordinance and after extensive discussion, was urged by Chairman Hyatt to keep in mind that this Board is an advisory board to Council.

Mr. Spence provided an explanation of the specific UAB responsibilities as outlined in the ordinance.

Chairman Hyatt explained some of the assignments that the Board has taken on; policies and procedures developed by the board. There was extensive discussion regarding the review of the CIP and current O&M budget.

7. Reaffirm focus of UAB (formerly #6)

The Board reviewed the proposed agenda for April 27, 2010, as outlined in the March 23, 2010, minutes. The Board agreed that the focus for the group would remain as outlined.

Mr. Torres' "Suggested Potential Tasks for UAB" (attached) was reviewed and the Board agreed that review of the O&M will take priority at this time and these items would be addressed in future meetings.

8. Preparation for review of GP&L 2010-2011 O&M Operating Budget (Alewine/Torres) (formerly #9)

Mr. Torres stated that staff provided substantial information on the O&M budget. He and Mr. Alewine are working on converting the numbers into trend analysis and/or graphs for a PowerPoint presentation.

--Action Messrs. Alewine and Torres plan to present the budget information in Executive Session at the next regular meeting on April 27, 2010.

Mr. Spence requested to review the information. He added that the GP&L Annual report serves as a tool to set trends by comparing information from previous years' annual report.

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9. UAB External Communications Policy and Procedures (Campbell/Pickens) (formerly #8)

Mrs. Campbell and Mr. Pickens provided content for the banner message which was reviewed and approved by staff; Board agreed with the content of the message. They recommended that the message be added during Council meetings on the Cable TV channel.

--Action Mrs. Campbell will contact staff to request posting of the message.

Mrs. Campbell and Mr. Pickens also provided, for review, the initial script for presentations to the public. She explained that this is the first step in having staff assist with the components within the script.

The Board had extensive discussion regarding a list of information for presentations and Mr. Spence suggested having staff prepare a PowerPoint.

Chairman Hyatt proposed the presentation focus be on GP&L as an asset to Garland. Board agreed that this would be a good direction to pursue and that Council would have to approve all content before the project could begin.

--Action Mrs. Campbell will contact the Chamber for information to add to the presentation.

10. Citizen's comments

No citizens were present

11. Agenda for April 27, 2010 meeting

- Review process for formulating 2010-11 O&M Budget
- Call to Order
- Consider approval of the Minutes for April 13, 2010
- Consideration of Excusing Absences for UAB Members
- Briefing by staff on recent developments within GP&L and the electric industry
- Written Briefing
 - Residential Rate Comparison Graph
- Briefing
 - Smart Meters
- UAB External Communications Policy & Procedures (Campbell/Pickens)
- Discuss plans for orientation of a new UAB member (Alewine)
- Discuss with staff development of polity for UAB receiving and distributing data
- Discuss proposed name change for the UAB
- Citizen's Comments

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- Agenda items for next meeting
- Adjourn

The meeting was adjourned by Chairman Hyatt at 7:26 p.m.

Eloyce René Dowl, Secretary

Lowell Hyatt, Chairman