

City of Cheyenne Board of Public Utilities
Special Board Meeting Minutes
Monday, April 26, 2021
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building
2416 Snyder Avenue, Cheyenne, Wyoming
3:00p.m.

IN ATTENDANCE (In-Person/Electronic Conference):

Mary Guthrie, President
Matthew Pope, Secretary
John Edwards, Member
Allan Cunningham, Member
Keith Zabka, Member
Brad Brooks, Director
Ashley Miller, Administration Manager
Frank Strong, Engineering & Water Resources Manager
Clint Bassett, Water Treatment Manager

Matthew Buelow, Water Reclamation Manager
Doug Calhoun, Operations & Maintenance Manager
Kathy Kellner, Human Resources Manager
Erin Lamb, Administrative & Public Affairs Coordinator
Lynn Butts, Accounting Supervisor
Bryce Dorr, Capital Projects Supervisor
Mark Mercer, IT Supervisor
Kacey Palma, Palma Land Planning
Ben Troutwhine, Palma Land Planning

The Special Board Meeting for the Board of Public Utilities was called to order at approximately 3:00 p.m. Monday, April 26, 2021.

Mark Mercer, Information Technology Supervisor, reported on and answered questions regarding the request to approve the Neptune 360 Software as a Service purchase for an amount not to exceed \$94,596 for the 3-year term and authorize the Director to sign the Software as a Service Agreement for Neptune360. A motion was made by Keith Zabka and seconded by Allan Cunningham to Approve the Neptune 360 Software as a Service purchase and for the Director to sign the Software as a Service Agreement for Neptune360. The motion carried.

Frank Strong, Engineering & Water Resources Manager, reported on and answered questions regarding the request to approve a variance request from Palma Land Planning as presented with regards to the Wyott Drive Storage project. Representatives from Palma Land Planning were also available to answer questions. After discussion, a motion was made by Allan Cunningham and seconded by John Edwards to postpone approval of the variance request. It was noted that Keith Zabka recused himself from the vote. The motion to postpone approval carried.

Ashley Miller, Administration Manager, reported on and answered questions regarding the request to approve the Water and Sewer Enterprise Fund Budget for Fiscal Year 2022 to include:

- a. Water and Sewer Appropriation Resolution
- b. Resolution Designating and Authorizing Depositories for Public Funds of the Board of Public Utilities
- c. Resolution Adopting Revised Water Rates to be Charged to Users of the Cheyenne Water

System

- d. Resolution Adopting Revised Sewer Rates to be Charged to the Users of the Cheyenne Sewer System
- e. Resolution Approving Water and Sewer Connection Fees, System Development Fees, Pump Station Development Fees and Related Fees
- f. Resolution Approving Revised Administrative Fees, Service Charges and Penalties
- g. Resolution Adopting Revisions to the Septic Waste Dump and Liquid Commercial Septic Waste Dump and Liquid Commercial Waste Rates

A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the Water and Sewer Enterprise Fund Budget for Fiscal Year 2022, including associated resolutions. The motion carried.

Kathy Kellner, Human Resources Manager, reported on and answered questions regarding the request to approve pay ranges, job titles, and pay plan to be effective July 1, 2021. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve pay ranges, job titles, and the pay plan as presented. The motion carried.

Following additional discussion, the Board meeting adjourned at approximately 4:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary