

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, September 20, 2021
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The Board of Public Utilities of the City of Cheyenne, Wyoming assembled this day at 3:00 p.m. in the 1st Floor Conference Room of the Timothy E. Wilson Board of Public Utilities' Administration/Engineering Building, 2416 Snyder Avenue, Cheyenne, Wyoming.

Present via In-Person/Electronic Conference were:

Mary Guthrie, President	Elizabeth Lance, Board Attorney
Matthew Pope, Secretary	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Nick Dennis, Water Treatment Plant Supervisor
Keith Zabka, Member	Lynn Butts, Accounting Supervisor
Allan Cunningham, Member	Sarah Bargsten, Water Conservation Specialist
Brad Brooks, Director	Jason Land, Safety & Security Officer
Matt Buelow, Water Reclamation Manager	Erin Lamb, Administrative/Public Affairs
Ashley Miller, Administration Manager	Pete Laybourn, Cheyenne City Council Member
Doug Calhoun, Operations & Maintenance Manager	Loren Eldridge-Looker, TriHydro
Kathy Kellner, Human Resources Manager	Wendy Reighard

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President at approximately 3:00 p.m. Monday, September 20, 2021.

Ms. Guthrie requested the meeting reflect that all Board Members were present. Ms. Guthrie noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Ms. Guthrie called for a motion to approve the items on the CA. Keith Zabka moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held August 16, 2021.
- Award for FY 2022 Vehicle Bids to Spradley Barr Motors for three (3) vehicles as presented.
- Common Water & Sewer Service Agreement with Ketan Y. Chand and Wendy Reighard for the property located at 1115 West 29th St, Lots 5 and 6, Block 3, Residence Park Addition.

The motion carried.

Director Brooks announced the next Regular Board meeting is scheduled for October 18, 2021, at 3pm. Director Brooks also noted the upcoming Employee meeting has been cancelled and an alternate method of recognition for employees would be done.

City Councilman, Pete Laybourn, addressed Board members and staff.

Administration Division Manager, Ashley Miller, reported on and answered questions regarding the financial statements for the month ending August 31, 2021.

Presented to the Board for review and approval was the following list of vouchers:

08/31/2021	\$863,440.12	Utilities and Refunds
08/31/2021	537,830.05	Payroll
09/20/2021	32,768.67	Vouchers
09/20/2021	12,307.91	Card Services
09/20/2021	2,395,649.23	Vouchers

A motion was made by Matthew Pope and seconded by Keith Zabka approving the financial statements for month-end August 31, 2021 as presented and the vouchers for payment. There was one investment of cash for month end August 31, 2021: Transfer from ANB Operating Account to Wyostar I Account in the amount of \$3,000,000.00. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Mary Guthrie and Administration Manager Ashley Miller, and

PRELIMINARY – UNDER IN-HOUSE REVIEW

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authority is given to ANB Bank of Cheyenne, Wyoming to charge these warrants to the proper Board of Public Utilities accounts at this bank.

Ms. Miller reported on and answered questions regarding the request for approval of BOPU Resolution 2021-07 re-appropriating funds for the Fiscal Year 2022 for the Water and Sewer Enterprise fund budget as presented. A motion was made by Keith Zabka and seconded by John Edwards to approve BOPU Resolution 2021-07 re-appropriating funds for the Fiscal Year 2022 for the Water and Sewer Enterprise fund budget as presented. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to approve the transfer of ownership of mains to WAFB contingent on the installation of new water meters at the connection points as presented. A motion was made by Allan Cunningham and seconded by Matt Pope to approve the transfer of ownership of mains to WAFB contingent on the installation of new water meters at the connection points as presented. The motion carried.

Mr. Strong reported on and answered questions regarding the request to approve applying for funding not to exceed \$3.8 Million for the Crystal Bypass Pipeline project, and four (4) associated resolutions presented. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve applying for funding not to exceed \$3.8 Million for the Crystal Bypass Pipeline project, and four (4) associated resolutions presented. The motion carried.

Mr. Strong reported on and answered questions regarding the request to approve contract amendment number four to the professional services agreement for Trihydro Corp. for a detailed baseline study of the Hog Park Tunnel. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve contract amendment number four to the professional services agreement for Trihydro Corp. for a detailed baseline study of the Hog Park Tunnel. The motion carried.

Human Resources Manager, Kathy Kellner, reported on and answered questions regarding the request to approve moving the GIS Supervisor and the Network Systems Administrator positions from Grade Level 50 to Grade Level 51 effective immediately.

Ms. Miller reported on releases of retainage and contracts, easements, change orders and amendments that were approved in the amount of \$25,000 or less.

Director Brooks reported on and answered questions regarding the Director's report.

Mr. Strong, reported on and answered questions related to the Engineering and Water Resources Division.

Ms. Kellner, reported on and answered questions related to the Human Resources Division.

Ms. Miller reported on and answered questions related to the Administration Division.

Water Conservation Specialist, Sarah Bargsten, reported on and answered questions regarding current weather and drought conditions.

Operations and Maintenance Manager, Doug Calhoun, reported on and answered questions related to the Operations and Maintenance Division.

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Water Reclamation Division Manager, Matt Buelow, reported on and answered questions related to the Water Reclamation Division.

Water Treatment Division Manager, Clint Bassett. reported on and answered questions related to the Water Treatment Division.

Water Treatment Plant Supervisor, Nick Dennis, presented Drone footage of Horse Creek and Dave Creek: One year after the Mullen Fire.

The Board meeting adjourned into Executive Session at approximately 4:00 p.m. to discuss possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) (Matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.) and to discuss personnel matters under Wyoming State Statutes W.S. 16-4-405 (a) (ii) (Consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session the governing body may deliberate on its decision in executive sessions.). A motion was made by John Edwards and seconded by Keith Zabka to approve the Director's review as presented. The motion carried.

The Board meeting Executive Session adjourned at approximately 4:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary