

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, October 18, 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
John Edwards, Member
Keith Zabka, Member
Allan Cunningham, Member
Brad Brooks, Director
Matt Buelow, Water Reclamation Manager
Clint Bassett, Water Treatment Manager
Ashley Miller, Administration Manager
Doug Calhoun, Operations & Maintenance Manager
Kathy Kellner, Human Resources Manager

Frank Strong, Engineering & Water Resources Manager
Elizabeth Lance, Board Attorney
Bryce Dorr, Capital Projects Supervisor
Lynn Butts, Accounting Supervisor
Sarah Bargsten, Water Conservation Specialist
Jason Land, Safety & Security Officer
Erin Lamb, Administrative/Public Affairs
Pete Laybourn, Cheyenne City Council Member
Stephanie Pickering, MHP
Stephanie Boster, City Attorney

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, October 18, 2021.

Ms. Guthrie requested the meeting reflect that Matthew Pope, Board Secretary, was excused from the meeting. 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 September 20, 2021.
- Amendment to the chemical supplier contract with DPC Industries, Inc. to increase the rate for chlorine to \$0.4685 per pound.
- Entering into a lease agreement with the State of Wyoming, Department of Wyoming State Parks and Cultural Resources for the lands surrounding Granite, Crystal, Upper North Crow and Hynds Lodge.
- Release of retainage to Aztec Construction Co. Inc. in the amount of \$41,155.96 for Schedule 1 of the 2020 Sewer Rehabilitation Project, subject to the successful completion of W.S. 16-6-116 advertisement period.
- Release of retainage to Rocky Mountain Sand & Gravel in the amount of \$15,321.24 for Schedule 3 of the 2020 Sewer Rehabilitation Project, subject to the successful completion of W.S. 16-6-116 advertisement period.

The motion carried.

Director Brooks announced the next Regular Board meeting is scheduled for November 15, at 3pm.

Administration Division Manager, Ashley Miller, introduced attendees.

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

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending September 30, 2021.

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

09/30/2021	\$627,714.17	Utilities and Refunds
09/30/2021	580,468.38	Payroll
10/18/2021	418,617.27	Vouchers
10/18/2021	1,764,612.73	Vouchers
10/18/2021	11,428.65	Card Services

PRELIMINARY – UNDER IN-HOUSE REVIEW

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A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end September 30, 2021 as presented and the vouchers for payment. There were two investments of cash for month end September 30, 2021: Transfer from ANB Operating Account to Wyostar I Account in the amount of \$1,600,000.00. Transfer from ANB Operating Account to Wyostar II Account in the amount of \$400,000.00. 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 authority is given to ANB Bank of Cheyenne, Wyoming to charge these warrants to the proper Board of Public Utilities accounts at this bank.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to approve the updates to the Infrastructure Policies and Design Criteria as presented. A motion was made by Allan Cunningham and seconded by John Edwards to approve the updates to the Infrastructure Policies and Design Criteria as presented. The motion carried.

Mr. Strong reported on and answered questions regarding the request to approve the BOPU Resolution as presented for a delegation agreement by and between the Wyoming Department of Environmental Quality and the City of Cheyenne Board of Public Utilities pursuant to Wyoming statute 35-11-304 (A) and designating the Engineering and Water Resources Division Manager as the Delegated Local Official. A motion was made by Keith Zabka and seconded by John Edwards to approve the BOPU Resolution as presented for a delegation agreement by and between the Wyoming Department of Environmental Quality and the City of Cheyenne Board of Public Utilities pursuant to Wyoming statute 35-11-304 (A) and designating the Engineering and Water Resources Division Manager as the Delegated Local Official. The motion carried.

Mr. Strong reported on and answered questions regarding the request to approve the delegation agreement as presented by and between the Wyoming Department of Environmental Quality and the City of Cheyenne Board of Public Utilities pursuant to Wyoming statute 35-11-304 (A) and designating the Engineering and Water Resources Division Manager as the Delegated Local Official. A motion was made by John Edwards and seconded by Allan Cunningham to approve the delegation agreement as presented by and between the Wyoming Department of Environmental Quality and the City of Cheyenne Board of Public Utilities pursuant to Wyoming statute 35-11-304 (A) and designating the Engineering and Water Resources Division Manager as the Delegated Local Official. The motion carried.

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.

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.

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

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

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.

Stephanie Pickering from MHP presented on and answered questions regarding the FY2021 BOPU Audit.

The Board meeting adjourned into Executive Session at approximately 4:25 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.) No action was taken during Executive Session.

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

Mary B. Guthrie, President

Matthew Pope, Secretary