

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, November 15, 2021
PAGE 1

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	Bryce Dorr, Capital Projects Supervisor
Matthew Pope, Secretary	Lynn Butts, Accounting Supervisor
John Edwards, Member	Nick Dennis, Water Treatment Plant Supervisor
Keith Zabka, Member	Kent Loader, Quality Control 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	Bruce Perryman, AVI
Kathy Kellner, Human Resources Manager	Hank Bailey, Polo Ranch
Frank Strong, Eng. & Water Resources Manager	Jim Hearne, Polo Ranch
Elizabeth Lance, Board Attorney	Betsy Graham, Polo Ranch
Keith Burron, Burron Law Firm	

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, November 15, 2021.

Ms. Guthrie requested the meeting reflect that all Board Member were present. Ms. Guthrie noted the first item on the agenda was the consent agenda (CA) and noted Item F1 on the agenda was removed from Consent agenda and requesting a vote. Ms. Guthrie called for a motion to approve the items on the CA. Matthew Pope moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held October 18, 2021.
- Release of retainage to Aztec Construction Co. Inc. in the amount of \$441,755.19 for the 2020 Water Rehabilitation Project, subject to the successful completion of W.S. 16-6-116 advertisement period.
- Approval for the Director to sign the Outside User Agreement with Dean Bryne, contingent on the City of Cheyenne City Council Approval.

The motion carried.

Director Brooks announced the next Regular Board meeting is scheduled for December 20, 2021 at 3pm. Director Brooks introduced attendees and guests.

Bruce Perryman with AVI, PC. presented on a request regarding Polo Ranch.

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

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending October 31, 2021.

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

10/29/2021	\$688,300.63	Utilities and Refunds
10/29/2021	561,118.29	Payroll
11/15/2021	70,833.53	Vouchers
11/15/2021	4,731,665.72	Vouchers
11/15/2021	20,675.90	Card Services

A motion was made by Allan Cunningham and seconded by Keith Zabka approving the financial statements for month-end October 31, 2021 as presented and the vouchers for payment. There was one investments of cash for month end October 31, 2021: Transfer from ANB Operating Account to Wyostar I Account in the amount of \$1,500,000.00. The

PRELIMINARY – UNDER IN-HOUSE REVIEW

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, November 15, 2021
PAGE 2

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.

Human Resources Manager, Kathy Kellner, reported on and answered questions regarding the request to approve allowing the Director to enter a contract with an A+ provider that offers the most competitive rates. Rate comparisons and selection will be provided to Board Members at the December Board Meeting. This will allow open enrollment to begin at the end of November and first part of December to ensure a January 1, 2022 effective date. A motion was made by Allan Cunningham and seconded by Matt Pope to approve allowing the Director to enter a contract with an A+ provider that offers the most competitive rates. Rate comparisons and selection will be provided to Board Members at the December Board Meeting. This will allow open enrollment to begin at the end of November and first part of December to ensure a January 1, 2022 effective date. The motion carried.

John Edwards, Board Member, recused himself and left the meeting.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to approve the reimbursement payment to Tru-Grit in the amount of \$1,157,065.82 for the Allison Draw South Interceptor Project, Manhole A-1 through A-6. A motion was made by Keith Zabka and seconded by Matt Pope to approve the reimbursement payment to Tru-Grit in the amount of \$1,157,065.82 for the Allison Draw South Interceptor Project, Manhole A-1 through A-6. The motion carried.

John Edwards, Board Member, returned to the meeting.

Quality Control Supervisor, Kent Loader, reported on and answered questions regarding the request to approve entering into a service agreement with Thermo Electron North America LLC for maintenance services on the IC and ICP-MS for \$31,900.39 per year for 3 years conditional upon legal approval of the terms and conditions in the service agreement. A motion was made by Matt Pope and seconded by John Edwards to approve entering into a service agreement with Thermo Electron North America LLC for maintenance services on the IC and ICP-MS for \$31,900.39 per year for 3 years conditional upon legal approval of the terms and conditions in the service agreement. The motion carried.

Director Brooks reported on and answered questions regarding the request to approve submission of a letter to the Wyoming Water Development Office regarding an agreement to purchase municipal water per Wyoming permit No. 609R Pathfinder Dam and Reservoir. A motion was made by John Edwards and seconded by Keith Zabka to approve submission of a letter to the Wyoming Water Development Office regarding an agreement to purchase municipal water per Wyoming permit No. 609R Pathfinder Dam and Reservoir. 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.

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

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, November 15, 2021
PAGE 3

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

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.

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

Water Treatment Plant Supervisor, Nick Dennis, reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned into Executive Session at approximately 4:15 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.)

The Board meeting Executive Session adjourned at approximately 4:40 p.m. and returned to Regular Session.

A motion was made by Keith Zabka and seconded by Matt Pope to approve the BOPU Attorney to work with Polo Ranch representatives regarding the proposed request. The motion carried.

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

Mary B. Guthrie, President

Matthew Pope, Secretary