

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 20, 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	Frank Strong, Eng. & Water Resources Manager
Matthew Pope, Secretary	Clint Bassett, Water Treatment Manager
John Edwards, Member	Elizabeth Lance, Board Attorney
Keith Zabka, Member	Bryce Dorr, Capital Projects Supervisor
Allan Cunningham, Member	Lynn Butts, Accounting Supervisor
Brad Brooks, Director	Sarah Bargsten, Water Conservation Specialist
Matt Buelow, Water Reclamation Manager	Jason Land, Safety & Security Officer
Ashley Miller, Administration Manager	Erin Lamb, Administrative/Public Affairs
Doug Calhoun, Operations & Maintenance Manager	Pete Laybourn, Cheyenne City Council Member
Kathy Kellner, Human Resources Manager	Jason Mumm, FCS Group

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, December 20, 2021.

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 item 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 November 15, 2021.

The motion carried.

Director Brooks announced the next Regular Board meeting is scheduled for Tuesday, January 18, 2022 at 3pm. Director Brooks introduced attendees and Ms. Ashley Miller, Administration Manager, introduced Jason Mumm, guest from FCS Group.

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

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

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

11/30/2021	\$ 26,145.96	Utilities and Refunds
11/30/2021	558,521.44	Payroll
12/20/2021	162,958.78	Vouchers
12/20/2021	3,532,779.18	Vouchers
12/20/2021	12,573.13	Card Services

A motion was made by Allan Cunningham and seconded by Matthew Pope approving the financial statements for month-end November 30, 2021 as presented and the vouchers for payment. There were no investments of cash for month end November 30, 2021. 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.

Frank Strong, Engineering and Water Resources Manager, reported on and answered questions regarding the request to approve the following budget transfer: \$27,000.00 from 299-9220-90069 (Evers) to 299-9220-90045 (2020 Sewer Rehabs). Keith Zabka, Board Member, recused himself from discussion and voting on the budget transfer. A motion was made by John Edwards and seconded by Allan Cunningham to approve the following

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 20, 2021
PAGE 2

budget transfer: \$27,000.00 from 299-9220-90069 (Evers) to 299-9220-90045 (2020 Sewer Rehabs). The motion carried.

Ms. Miller reported on and answered questions regarding the request to approve submission of the Cheyenne Community Challenge grant application in the amount of \$5,000. A motion was made by Keith Zabka and seconded by John Edwards to approve submission of the Cheyenne Community Challenge grant application in the amount of \$5,000. The motion carried.

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

Mr. Strong reported on and answered questions regarding the request to approve a reimbursement payment to Tru-Grit in the amount of \$1,095,062.85 for the Allison Draw South Interceptor Project, Manhole A-6 through B-6. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve a reimbursement payment to Tru-Grit in the amount of \$1,095,062.85 for the Allison Draw South Interceptor Project, Manhole A-6 through B-6. The motion carried.

John Edwards returned to the meeting.

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 related to 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.

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

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

Jason Mumm, FCS Group, presented on and answered questions related to the BOPU Rate Design Review.

The Board meeting adjourned into Executive Session at approximately 4:50 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.)

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 20, 2021
PAGE 3

The Board meeting Executive Session adjourned at approximately 5:15 p.m. and returned to Regular Session.

Following discussion and request for vote, a motion was made by Keith Zabka and seconded by Allan Cunningham to approve the BOPU Attorney to respond to Polo Ranch representatives regarding their proposed request. The motion carried.

The Board meeting adjourned at approximately 5:15 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary