

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, January 18, 2022
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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	Lynn Butts, Accounting Supervisor
Matthew Pope, Secretary	Vicki Dowdy, Compliance Supervisor
John Edwards, Member	Nathanial Kaufhold, IPP Coordinator
Keith Zabka, Member	Jacob Ward, IPP Specialist
Allan Cunningham, Member	Brett Davis, Capital Projects Engineer
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
Frank Strong, Eng. & Water Resources Manager	Richard Johnson, Cheyenne City Council Member
Clint Bassett, Water Treatment Manager	Aaron Murray, Public Attendee
Elizabeth Lance, Board Attorney	Paul Ivancie, Public Attendee
Bryce Dorr, Capital Projects Supervisor	Derrick Thompson, Public Attendee

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President, at approximately 3:00 p.m. Tuesday, January 18, 2022.

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. Matt Pope moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held December 20, 2021.
- The motion carried.

Director Brooks announced the next Regular Board meeting is scheduled for Tuesday, February 22, 2022 at 3pm, and the Rate Study Work Session is scheduled for Tuesday, January 25, 2022. Director Brooks introduced attendees and asked Matthew Buelow, Water Reclamation Manager, to introduce staff from the Industrial Pretreatment Program.

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

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

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

12/31/2021	\$ 652,563.54	Utilities and Refunds
12/31/2021	624,412.93	Payroll
01/18/2022	87,423.92	Vouchers
01/18/2022	1,278,525.64	Vouchers
01/18/2022	6,220.02	Card Services

A motion was made by Keith Zabka and seconded by John Edwards approving the financial statements for month-end December 31, 2021 as presented and the vouchers for payment. There was one investment of cash for month end December 31, 2021: Transfer from ANB Operating Account to Wyostar I Account in the amount of \$1,750,000.00. 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.

PRELIMINARY – UNDER IN-HOUSE REVIEW

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Director Brooks reported on and answered questions regarding request to approve the revisions to Chapter 13 Public Services of the Code of the City of Cheyenne Wyoming subject to final approval, through City Ordinance, by the City Governing Body and the EPA after their public comment period. A motion was made by Keith Zabka and seconded by Matt Pope to approve revisions to Chapter 13 Public Services of the Code of the City of Cheyenne Wyoming subject to final approval, through City Ordinance, by the City Governing Body and the EPA after their public comment period. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve the award for the Unified Groundwater Hydrogeologic Model project to Wood Environment and Infrastructure Solutions in the amount of \$442,554. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the award for the Unified Groundwater Hydrogeologic Model project to Wood Environment and Infrastructure Solutions in the amount of \$442,554. 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 related to current weather and drought conditions.

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

Director Brooks 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.

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

The Board meeting adjourned at approximately 4:15 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary