

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, March 21, 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	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Lynn Butts, Accounting Supervisor
Keith Zabka, Member	Sarah Bargsten, Water Conservation Specialist
Allan Cunningham, Member	Jason Land, Safety & Security Officer
Brad Brooks, Director	Erin Lamb, Administrative/Public Affairs
Matt Buelow, Water Reclamation Manager	Pete Laybourn, Cheyenne City Council Member
Doug Calhoun, Operations & Maintenance Manager	Bradley Bowen - Public Attendee
Frank Strong, Eng.& Water Resources Manager	Loren Eldgridge-Looker, TriHydro
Clint Bassett, Water Treatment Manager	Mike Vaughn, Vaughn Concrete
Elizabeth Lance, Board 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, March 21, 2022.

Ms. Guthrie noted all members of the Board of Directors were present both in person and through zoom. 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 Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held February 22, 2022.
- Award of City Bid #E-26-21 for aggregate in the amount of \$7.50 per ton for a total of \$45,000 to Croell, Inc.

The motion carried.

Director Brooks announced several meetings scheduled including:

- FY23 Budget Workshop: Monday, April 4, 2022 at 3pm
- Regular Board Meeting: Monday, April 18, 2022 at 3pm
- Employee Meeting: Thursday, April 21, 2022 at 7:30am
- Special Board Meeting: Monday, April 25, 2022 at 3pm

Director Brooks introduced attendees.

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

Accounting Supervisor, Lynn Butts, reported on and answered questions regarding the financial statements for the month ending February 28, 2022.

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

02/28/2022	\$ 408,869.96	Utilities and Refunds
02/28/2022	559,956.09	Payroll
03/21/2022	849,939.16	Vouchers
03/21/2022	1,934,678.48	Vouchers
03/21/2022	10,712.24	Card Services

A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end February 28, 2022 as presented and the vouchers for payment. There were no investments of Cash for month-end February 28, 2022. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick

PRELIMINARY – UNDER IN-HOUSE REVIEW

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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.

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

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding request to approve reimbursement request for \$890,623.21 and payment to Tru-Grit in the amount of \$696,573.41 for the Allison Draw South Interceptor Project, Manhole B-6 through C-1, and surface finishing. A motion was made by Keith Zabka and seconded by Matt Pope to approve reimbursement request for \$890,623.21 and payment to Tru-Grit in the amount of \$696,573.41 for the Allison Draw South Interceptor Project, Manhole B-6 through C-1, and surface finishing. The motion carried.

John Edwards returned to the meeting.

Mr. Strong reported on and answered questions regarding request to approve updates to the City of Cheyenne & Board of Public Utilities Specification and Standard Drawings dated March 14, 2022, as presented. A motion was made by Allan Cunningham and seconded by John Edwards. Following further discussion, including public comment, regarding the changes as presented a motion was made by Allan Cunningham and seconded by Keith Zabka to approve, amended per discussion, updates to the City of Cheyenne & Board of Public Utilities Specification and Standard Drawings. The motion carried.

Director Brooks 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.

Director Brooks 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 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.

Mr. Bassett Presented on the US Forest Service Landscape Vegetation Analysis (LaVA) interactive maps.

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Director Brooks reported on and answered questions regarding the Polo Ranch agreement with the City of Cheyenne. A motion was made by Matt Pope and seconded by Keith Zabka to approve the BOPU Attorney to review and approve language changes and related correspondence regarding the Polo Ranch agreement with the City of Cheyenne.

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

Mary B. Guthrie, President

Matthew Pope, Secretary