

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, April 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	Kathy Kellner, Human Resources Manager
Matthew Pope, Secretary	Elizabeth Lance, Board Attorney
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Keith Zabka, Member	Lynn Butts, Accounting Supervisor
Allan Cunningham, Member	Brett Davis, Capital Projects Engineer
Brad Brooks, Director	Sarah Bargsten, Water Conservation Specialist
Clint Bassett, Water Treatment Manager	Jason Land, Safety & Security Officer
Brad Bowen, Administration Manager	Erin Lamb, Administrative/Public Affairs
Matt Buelow, Water Reclamation Manager	Marcus Krall, HDR
Doug Calhoun, Operations & Maintenance Manager	Betsy McLemore, Public Attendee
Frank Strong, Eng. & Water Resources Manager	Jade Gernant, Public Attendee

The regular board meeting for the Board of Public Utilities was called to order by Matthew Pope, Secretary, at approximately 3:00 p.m. Monday, April 18, 2022.

Mr. Pope noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Mr. Pope called for a motion to approve the item on the CA. John Edwards moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held March 21, 2022.
- The minutes of the FY23 Budget Work Session held April 4, 2022.

The motion carried.

Ms. Guthrie join the meeting.

Director Brooks announced several meetings scheduled including:

- Employee Meeting: Thursday, April 21, 2022 at 7:30am
- FY23 Budget Work Session with Council Members: Friday, April 22, 2022 at 12pm
- Special Board Meeting: Monday, April 25, 2022 at 3pm
- Regular Board Meeting: Monday, May 16, 2022 at 3pm

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending March 31, 2022.

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

03/31/2022	\$ 611,578.95	Utilities and Refunds
03/31/2022	582,452.87	Payroll
04/18/2022	236,486.20	Vouchers
04/18/2022	1,423,231.66	Vouchers
04/18/2022	13,065.65	Card Services

A motion was made by Allan Cunningham and seconded by Keith Zabka approving the financial statements for month-end March 31, 2022 as presented and the vouchers for payment. There was one Investment of Cash for month-end March 31, 2022: Transfer from ANB Operating Account to Wyostar I Account in the amount of \$1,000,000.00. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Mary Guthrie and Administration Manager Brad Bowen, and

PRELIMINARY – UNDER IN-HOUSE REVIEW

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authority is given to ANB Bank of Cheyenne, Wyoming to charge these warrants to the proper Board of Public Utilities accounts at this bank.

Water Conservation Specialist, Sarah Bargsten, reported on and answered questions regarding request to approve the 2022 Summer Water Schedule as presented. A motion was made by Keith Zabka and seconded by John Edwards to approve the 2022 Summer Water Schedule as presented. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve the award of the Dual Fuel Conversion Sherard Generator project to Wyoming Machinery in the amount of \$92,400. A motion was made by Keith Zabka and seconded by Matt Pope to approve the award of the Dual Fuel Conversion Sherard Generator project to Wyoming Machinery in the amount of \$92,400. The motion carried.

Mr. Bassett, reported on and answered questions regarding request to approve an amendment to the chemical supplier contract with DPC Industries, Inc. to increase the rate for chlorine to \$0.656 per pound. A motion was made by Matt Pope and seconded by Keith Zabka to approve an amendment to the chemical supplier contract with DPC Industries, Inc. to increase the rate for chlorine to \$0.656 per pound. The motion carried.

Mr. Bassett, reported on and answered questions regarding request to approve the award of the Sherard Sodium Hypochlorite Conversion project to Burns & McDonnell in the amount of \$212,012 and approve the associated budget transfer as presented. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the award of the Sherard Sodium Hypochlorite Conversion project to Burns & McDonnell in the amount of \$212,012 and approve the associated budget transfer as presented. The motion carried.

Mr. Bassett, reported on and answered questions regarding request to approve Change Order Four (#4) with PEI Wyoming to allow 146 additional working day before May 1, 2023 for completion of the Sherard Hydroelectric Generation Facility project. A motion was made by Keith Zabka and seconded by Matt Pope to approve Change Order Four (#4) with PEI Wyoming to allow 146 additional working day before May 1, 2023 for completion of the Sherard Hydroelectric Generation Facility project. The motion carried.

Mr. Bowen 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.

Mr. Bowen reported on and answered questions related to the Administration Division.

Ms. 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.

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.

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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