

City of Cheyenne Board of Public Utilities
Special Board Meeting Minutes
Monday, April 25, 2022
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building
2416 Snyder Avenue, Cheyenne, Wyoming
3:00p.m.

IN ATTENDANCE (In-Person/Electronic Conference):

Mary Guthrie, President
Matthew Pope, Secretary
John Edwards, Member
Allan Cunningham, Member
Keith Zabka, Member
Brad Brooks, Director
Brad Bowen, Administration Manager
Frank Strong, Engineering & Water Resources Manager

Clint Bassett, Water Treatment Manager
Matthew Buelow, Water Reclamation Manager
Doug Calhoun, Operations & Maintenance Manager
Kathy Kellner, Human Resources Manager
Erin Lamb, Administrative & Public Affairs Coordinator
Lynn Butts, Accounting Supervisor
Elizabeth Lance, Board Attorney

The Special Board Meeting for the Board of Public Utilities was called to order at approximately 3:00 p.m. Monday, April 25, 2022.

Brad Brooks, Director, reported on and answered questions regarding the request to approve the Water and Sewer Enterprise Fund Budget for Fiscal Year 2023 to include:

- a. Water and Sewer Appropriation Resolution
- b. Resolution Designating and Authorizing Depositories for Public Funds of the Board of Public Utilities
- c. Resolution Adopting Revised Water Rates to be Charged to Users of the Cheyenne Water System
- d. Resolution Adopting Revised Sewer Rates to be Charged to the Users of the Cheyenne Sewer System
- e. Resolution Approving Water and Sewer Connection Fees, System Development Fees, Pump Station Development Fees, and Related Fees
- f. Resolution Approving Revised Administrative Fees, Service Charges and Penalties
- g. Resolution Adopting Revisions to the Septic Waste Dump and Liquid Commercial Septic Waste Dump and Liquid Commercial Waste Rates

A motion was made by Matt Pope and seconded by Allan Cunningham to approve the Water and Sewer Enterprise Fund Budget for Fiscal Year 2023, including associated resolutions. The motion carried.

Kathy Kellner, Human Resources Manager, reported on and answered questions regarding the request to approve pay ranges, job titles, and pay plan to be effective July 1, 2022. A motion was made by Allan Cunningham and seconded by John Edwards to approve pay ranges, job titles, and the pay plan as presented. The motion carried.

Ms. Kellner reported on and answered questions regarding BOPU health insurance plan recommendations for Fiscal Year 2023 and a request for approval of BOPU staff, with Matt Pope as Board representative, to meet and discuss insurance recommendations and approve health insurance plan for Fiscal Year 2023. A motion was made by Allan Cunningham and seconded by John Edwards to approve BOPU staff, with Matt Pope as Board representative, to meet and discuss insurance recommendations and approve a health insurance plan for Fiscal Year 2023. The motion carried.

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

Mary B. Guthrie, President

Matthew Pope, Secretary