

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, May 16, 2022
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building
1st Floor Conference Room, 2416 Snyder Avenue, Cheyenne, Wyoming
3:00 p.m.

IN ATTENDANCE:

Mary Guthrie	Clint Bassett
Matthew Pope	Matt Buelow
John Edwards	Kathy Kellner
Allan Cunningham	Frank Strong
Keith Zabka	Doug Calhoun
Brad Brooks	Erin Lamb
Brad Bowen	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
April 18, 2022 — Regular Meeting
April 25, 2022 – Special Meeting
Voucher List for Approval
Financial and Supplementary
Statement

1. ITEMS REQUIRING BOARD ACTION

- A. CONSENT AGENDA: (All agenda items listed with the designation of CA are considered to be routine items by the Board of Public Utilities and will be enacted by one motion. The design of the Consent Agenda is that there will be no separate discussion on these items unless a member of the board so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

B. Minutes/Meetings/Proclamations/Presentations:

- | | |
|----|---|
| CA | 1. Approve the Minutes of the Regular Board Meeting held April 18, 2022 |
| CA | 2. Approve the Minutes of the Special Board Meeting held April 25, 2022 |
| | 3. Sign the Minutes of the Regular Board Meeting held April 18, 2022 |
| | 4. Sign the Minutes of the Special Board Meeting held April 25, 2022 |
| | 5. Announcement of upcoming Regular Board Meeting: Tuesday , June 21, 2022 |
| | 6. Introduction of Attendees at the Meeting |

C. Comments from Mayor/City Council

1.

D. Old Business:

1.

E. Financials:

- | | |
|--|-------------------------------------|
| 1. Financial Statements as of Month-end April 30, 2022 | |
| 2. Vouchers: | |
| 4/29/2022 | \$639,742.80 Utilities & Refunds |
| 4/29/2022 | \$590,346.57 Payroll |
| 5/16/2022 | \$505,809.71 Vouchers |

3. Investments of Cash: – 04/01/2022-04/30/2022
None

Staff's recommendation is to accept the financial statements as presented and to approve vouchers (included in the Board packet and if necessary distributed via email prior to the Board meeting) and investments of cash.

F. Request Board Action – Approval and Awards:

- CA

 1. Approve to discharge and extinguish the uncollectible accounts from accounts receivable in the amount of \$28,499.04 as presented.
- CA

 2. Approve amendment number six to the Professional Services Agreement (PSA) with NOVO benefits and authorize the Director to sign the agreement.
- CA

 3. Approve, and authorize the Director to sign, the Service Agreement with Rocky Mountain Reserve for flexible spending account upon final review and approval from BOPU Attorney.
4. Approve award the 2022-2027 Underground Utility Locating Services contract to the Locators, LLC., including their alternate price proposals.

2. PROJECTS (Informational items only)

- A. Release of Retainage Status
- B. Report on Agreements, Contracts, Easements, Assignments, Licenses, Etc.

3. REPORTS (Informational items only)

- A. Director
 1. Report
 - 2.
- B. Administration
 1. Manager's Report
 - a. Water Conservation Report
 - 2.
- C. Engineering & Water Resources
 1. Manager's Report
 - 2.

- D. Human Resources
 - 1. Manager's Report
 - 2.
- E. Operations & Maintenance
 - 1. Manager's Report
 - 2.
- F. Water Reclamation
 - 1. Manager's Report
 - 2.
- G. Water Treatment
 - 1. Manager's Report
 - 2.

4. OTHER BUSINESS

- A. Presentation: Industrial Pretreatment Program (IPP) - Nathaniel Kaufold, IPP Coordinator & Jacob Ward, IPP Specialist
- B.

5. EXECUTIVE SESSION

- A. Legal Matters:
 - 1.
 - 2.
- B. Real Estate:
 - 1.
 - 2.
- C. Personnel Matters:
 - 1.
 - 2.