

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
\*\*BOARD MEETING MINUTES\*\*  
Monday, May 16, 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 1<sup>st</sup> 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
Matthew Pope, Secretary	Lynn Butts, Accounting Supervisor
Keith Zabka, Member	Dennis Graham, Support Services Supervisor
Allan Cunningham, Member	Vicki Dowdy, Compliance Supervisor
Brad Brooks, Director	Nathaniel Kaufhold, IPP Coordinator
Clint Bassett, Water Treatment Manager	Jacob Ward, IPP Specialist
Brad Bowen, Administration Manager	Sarah Bargsten, Water Conservation Specialist
Matt Buelow, Water Reclamation Manager	Erin Lamb, Administrative/Public Affairs
Frank Strong, Eng. & Water Resources Manager	Marcus Krall, HDR
Kathy Kellner, Human Resources Manager	Public Attendee - TriHydro
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, May 16, 2022.

Ms. Guthrie noted all Board Members were present except John Edwards. 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 April 18, 2022.
- The minutes of the Special Board Meeting held April 25, 2022.
- Discharge and extinguish the uncollectible accounts from accounts receivable in the amount of \$28,499.04 as presented.
- Amendment number six to the Professional Services Agreement (PSA) with NOVO benefits and authorization for the Director to sign the agreement.
- Service Agreement with Rocky Mountain Reserve for flexible spending account upon final review and approval from BOPU Attorney, and authorization for the Director to sign agreement.

The motion carried.

Director Brooks announced the upcoming Regular Board Meeting schedule for Tuesday, June 21, 2022, at 3pm due to the Juneteenth Federal Holiday on June 20<sup>th</sup>.

Director Brooks introduced attendees and Water Reclamation Manager, Matt Buelow, introduced the Industrial Pretreatment Program (IPP) staff in attendance.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending April 30, 2022.

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

04/29/2022	\$ 639,742.80	Utilities and Refunds
04/29/2022	590,346.57	Payroll
05/16/2022	505,809.71	Vouchers
05/16/2022	4,381,285.91	Vouchers
05/16/2022	13,237.19	Card Services

A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end April 30, 2022 as presented and the vouchers for payment. There was no Investment of Cash for month-end April 30, 2022. The motion

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

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carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Mary Guthrie and Administration Manager Brad Bowen, 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.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding request to approve and award the 2022-2027 Underground Utility Locating Services contract to the Locators, LLC., including their alternate price proposals. A motion was made by Allan Cunningham and seconded by Matt Pope to approve and award the 2022-2027 Underground Utility Locating Services contract to the Locators, LLC., including their alternate price proposals. 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.

Mr. Bowen 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.

Support Service Supervisor, Dennis Graham, reported on and answered questions related to the Operations and Maintenance Division.

Mr. 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.

IPP Coordinator, Nathaniel Kaufhold, and IPP Specialist, Jacob Ward presented on and answered questions regarding IPP.

The Board meeting adjourned into Executive Session at approximately 4:15 p.m. to discuss possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) (Matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.) No action was taken.

The Board meeting Executive Session adjourned at approximately 4:30 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary

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