

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, June 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	Frank Strong, Eng. & Water Resources Manager
Matthew Pope, Secretary	Kathy Kellner, Human Resources Manager
Keith Zabka, Member	Elizabeth Lance, Board Attorney
Allan Cunningham, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Lynn Butts, Accounting Supervisor
Clint Bassett, Water Treatment Manager	Sarah Bargsten, Water Conservation Specialist
Brad Bowen, Administration Manager	Erin Lamb, Administrative/Public Affairs
Matt Buelow, Water Reclamation Manager	Marcus Krall, HDR
Doug Calhoun, Operations & Maintenance Manager	Brandon Noble, HDR

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President, at approximately 3:00 p.m. Tuesday, June 21, 2022.

Ms. Guthrie noted four Board Members 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. Allan Cunningham moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held May 16, 2022.
- A second chemical supplier agreement with Harcros Chemicals for soda ash at a rate of \$0.193 per pound for a term of 1 year.
- Amending the chemical supplier agreement with Airgas USA LLC by increasing the rate for liquid oxygen to \$0.698 per hundred cubic feet for a term of 1 year.

The motion carried.

Engineering and Water Resources Manager, Frank Strong, announced the upcoming Annual Employee BBQ scheduled for July 14, 2022 at 11am, and the next regular Board Meeting scheduled for Monday, July 18, 2022, at 3pm.

Mr. Strong announced attendees.

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

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

05/31/2022	\$ 765,114.07	Utilities and Refunds
05/31/2022	582,189.10	Payroll
05/31/2022	156,397.44	Vouchers
06/21/2022	1,600,937.04	Vouchers
06/21/2022	14,554.14	Card Services

A motion was made by John Edwards and seconded by Allan Cunningham approving the financial statements for month-end May 31, 2022, as presented and the vouchers for payment. There was no Investment of Cash for month-end May 31, 2022. 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 authority is given to ANB Bank of Cheyenne, Wyoming to charge these warrants to the proper Board of Public Utilities accounts at this bank.

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Matthew Pope, Board Secretary, joined the meeting.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve amending the chemical supplier agreement with DPC Industries, Inc. by increasing the rate for chlorine to \$0.731 per pound or \$1,462 per 1-ton container plus \$5.40 per container for a term of 3 months. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve amending the chemical supplier agreement with DPC Industries, Inc. by increasing the rate for chlorine to \$0.731 per pound or \$1,462 per 1-ton container plus \$5.40 per container for a term of 3 months. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve contract Change Order 4 with PEI Wyoming to allow 146 additional working days before May 1, 2023, to complete the Sherard Hydroelectric Generation Facility Project. A motion was made by Keith Zabka and seconded by Matt Pope to approve contract Change Order 4 with PEI Wyoming to allow 146 additional working days before May 1, 2023, to complete the Sherard Hydroelectric Generation Facility Project. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve contract Amendment Number 3 with Stantec Consulting Service Inc. in the amount of \$163,885.50, to complete the design and construction management services for the Sherard Hydroelectric Generation Facility Project, and approval of a budget transfer of \$60,000 as presented. A motion was made by Matt Pope and seconded by Allan Cunningham to approve contract Amendment Number 3 with Stantec Consulting Service Inc. in the amount of \$163,885.50, to complete the design and construction management services for the Sherard Hydroelectric Generation Facility Project, and approval of a budget transfer of \$60,000 as presented. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve and award the Aerial Electromagnetic Survey Phase II project to SkyTEM in the amount of \$124,800. A motion was made by Allan Cunningham and seconded by John Edwards to approve and award the Aerial Electromagnetic Survey Phase II project to SkyTEM in the amount of \$124,800. The motion carried.

Operations and Maintenance Manager, Doug Calhoun, reported on and answered questions regarding request to approve and award the SL-RAT Sewer Line Assessment Project in the amount of \$183,730.00 to R.H. Borden and authorize the Director to sign the Professional Services Agreement. A motion was made by John Edwards and seconded by Keith Zabka to approve and award the SL-RAT Sewer Line Assessment Project in the amount of \$183,730.00 to R.H. Borden and authorize the Director to sign the Professional Services Agreement. The motion carried.

John Edwards recused himself and left the meeting.

Mr. Strong reported on and answered questions regarding request to approve reimbursement payment of \$236,563.49 and retainage release of \$194,049.80 to Tru-Grit for the Allison Draw South Interceptor Project. A motion was made by Matt Pope and seconded by Keith Zabka to approve reimbursement payment of \$236,563.49 and retainage release of \$194,049.80 to Tru-Grit for the Allison Draw South Interceptor Project. The motion carried.

John Edwards returned to the meeting.

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.

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Mr. Strong 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.

Matt Pope left the meeting.

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.

Mr. 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.

Mr. Bassett, reported on and answered questions related to the Water Treatment Division.

Mr. Strong reported on and answered questions regarding request to approve Amendment #20 to City Contract No. 4389 - For Risk Management Services for the BOPU - Fiscal Year 2023-2024. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve Amendment #20 to City Contract No. 4389 - For Risk Management Services for the BOPU - Fiscal Year 2023-2024. The motion carried.

The Board meeting adjourned at approximately 3:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary