

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****SUMMARY OF BOARD MEETING****
Monday, July 18, 2022
PAGE 1

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	Dennis Graham, Support Services Supervisor
Keith Zabka, Member	Vicki Dowdy, Compliance Supervisor
Allan Cunningham, Member	Nathaniel Kaufhold, IPP Coordinator
John Edwards, Member	Jacob Ward, IPP Specialist
Brad Brooks, Director	Erin Lamb, Administrative/Public Affairs
Clint Bassett, Water Treatment Manager	Tom Seagrave, Cheyenne City Council
Brad Bowen, Administration Manager	Brooke Bulgrin, Inberg-Miller Engineers
Matt Buelow, Water Reclamation Manager	Daniel Hayes, Inberg-Miller Engineers
Kathy Kellner, Human Resources Manager	Casey Palma, Iron Horse
Elizabeth Lance, Board Attorney	Matt Kaufman, Iron Horse
Bryce Dorr, Capital Projects Supervisor	Tim Mather, Iron Horse
David Cole, Capital Projects Engineer II	Loren Eldridge-Looker, TriHydro

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, July 18, 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 June 21, 2022.
- Items listed as salvage and allowing for items to be auctioned or bid per Wyo. Stat. §15-1-112. In the case no bids for any item(s) are received the item(s) may be disposed of as salvage.
- The Director to sign the Common Water and Sewer Services Agreements with Michael Randall, Cheyenne Regional Medical Center, and Cheyenne Frontier Days, contingent on approval by the Board's attorney.
- Amending the existing service agreement with Ameri-Tech HVAC Services to extend the contract term for one year.

The motion carried.

Casey Palma, Matt Kaufman, and Tim Mather presented on the Ironhorse Development.

Ms. Guthrie announced the next regular Board Meeting scheduled for Monday, August 15, 2022, at 3pm.

Director Brooks introduced attendees.

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

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

06/30/2022	\$ 93,585.26	Utilities and Refunds
06/30/2022	588,564.95	Payroll
06/30/2022	1,177,840.34	Vouchers
07/18/2022	2,519,689.38	Vouchers
07/18/2022	14,589.60	Card Services

PRELIMINARY – UNDER IN-HOUSE REVIEW

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****SUMMARY OF BOARD MEETING****
Monday, July 18, 2022
PAGE 2

A motion was made by Allan Cunningham and seconded by John Edwards approving the financial statements for month-end June 30, 2022, as presented and the vouchers for payment. There was one Investment of Cash for month-end June 30, 2022. A transfer from ANB Bank 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 authority is given to ANB Bank of Cheyenne, Wyoming to charge these warrants to the proper Board of Public Utilities accounts at this bank.

Capital Project Engineer II, David Cole, reported on and answered questions regarding request to approve and award the DCWRF Headwork Gates Replacement Project to Velocity Constructors in the amount of \$639,432.00 subject to the immediate execution of a change order to remove bypass pumping from the bid, resulting in a revised contract amount of \$268,610.00. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve and award the DCWRF Headwork Gates Replacement Project to Velocity Constructors in the amount of \$639,432.00 subject to the immediate execution of a change order to remove bypass pumping from the bid, resulting in a revised contract amount of \$268,610.00. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve amending the existing chemical supplier agreement with Thatcher Chemical Company for soda ash at the rate of \$0.18 per pound for a term of 3 months. A motion was made by John Edwards and seconded by Keith Zabka to approve amending the existing chemical supplier agreement with Thatcher Chemical Company for soda ash at the rate of \$0.18 per pound for a term of 3 months. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve amending the existing chemical supplier agreement with Chemtrade for ferric sulfate at the rate of \$0.2145 per pound for a term of 3 months. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve amending the existing chemical supplier agreement with Chemtrade for ferric sulfate at the rate of \$0.2145 per pound for a term of 3 months. The motion carried.

Mr. Cole reported on and answered questions regarding request to approve and award the Sun Valley Pressure Zone Expansion Project Design to T-O Engineers in the amount of \$93,299.50 and associated budget transfers as presented. A motion was made by Keith Zabka and seconded by John Edwards to approve and award the Sun Valley Pressure Zone Expansion Project Design to T-O Engineers in the amount of \$93,299.50 and associated budget transfers as presented. The motion carried.

Mr. Cole reported on and answered questions regarding request to approve and award the FY2023 Sewer Rehab Project Design to Benchmark Engineers in the amount of \$148,802.00 and associated budget transfers as presented. A motion was made by John Edwards and seconded by Allan Cunningham to approve and award the FY2023 Sewer Rehab Project Design to Benchmark Engineers in the amount of \$148,802.00 and associated budget transfers as presented. The motion carried.

Director Brooks and 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.

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****SUMMARY OF BOARD MEETING****
Monday, July 18, 2022
PAGE 3

Mr. Bowen reported on and answered questions related to current weather and drought conditions.

Capital Projects Supervisor, Bryce Dorr, 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 Services Supervisor, Dennis Graham, 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.

The Board meeting adjourned at approximately 4:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary