

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, August 15, 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	Vicki Dowdy, Compliance Supervisor
Matthew Pope, Secretary	Nathaniel Kaufhold, IPP Coordinator
Keith Zabka, Member	Jacob Ward, IPP Specialist
Allan Cunningham, Member	Brett Davis, Capital Projects Engineer I
John Edwards, Member	Erin Lamb, Administrative/Public Affairs
Brad Brooks, Director	Pete Laybourn, Cheyenne City Council
Brad Bowen, Administration Manager	Loren Eldridge-Looker, TriHydro
Matt Buelow, Water Reclamation Manager	Tim Rogers, Black Hills Energy
Kathy Kellner, Human Resources Manager	Mark Lux, Black Hills Energy
Frank Strong, Eng. and Water Resources Manager	Nathan Gron, Black Hills Energy
Elizabeth Lance, Board Attorney	Jason Hartman, Black Hills Energy
Bryce Dorr, Capital Projects Supervisor	Gov. Dave Fruedenthal, US Gold
Dennis Graham, Support Services Supervisor	Pat Crank, US Gold
Nick Dennis, WT Plant O&M Supervisor	Brandon Noble, HDR Engineering
Lynn Butts, Accounting Supervisor	

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, August 15, 2022.

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

- The minutes of the Regular Board Meeting held July 18, 2022.
- Items listed as salvage items and allow 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.
- Modifications to the Work Safety Toe Boot Allowance Purchasing Policy as presented.

The motion carried.

Director Brooks announced the next regular Board Meeting scheduled for Monday, September 19, 2022, at 3pm.

Director Brooks introduced attendees.

Engineering and Water Resource Manager, Frank Strong, reported on and answered questions regarding request to approve the director to sign the Outside User Agreement with US Gold, contingent on the following: (1) City of Cheyenne City Council Approval. (2) Approval of reviewing agencies. (3) Agreement on SDF and water rates. (4) Agreement of abandonment of water tap at the end of the project, approximately 12 years. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the director to sign the Outside User Agreement with US Gold, contingent on the following: (1) City of Cheyenne City Council Approval. (2) Approval of reviewing agencies. (3) Agreement on SDF and water rates. (4) Agreement of abandonment of water tap at the end of the project, approximately 12 years. The motion carried.

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Representatives from Black Hills Energy presented to the Board.

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

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

07/29/2022	\$ 509,305.73	Utilities and Refunds
07/29/2022	572,764.85	Payroll
08/15/2022	498,037.32	Vouchers
08/15/2022	2,382,981.09	Vouchers
08/15/2022	9,595.77	Card Services

A motion was made by Allan Cunningham and seconded by Keith Zabka approving the financial statements for month-end July 31, 2022, as presented and the vouchers for payment. There were no Investments of Cash for month-end July 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.

Mr. Strong reported on and answered questions regarding request to approve a resolution authorizing submission of an application to the Wyoming state loan and investment board for a grant from the water & sewer ARPA grant program for the Water Reclamation Facilities (WRF) hydraulic capacity project (project) in the amount of \$2,294,000.00 and authorizing the director of the Board of Public Utilities to execute the application and all related documents. A motion was made by John Edwards and seconded by Matt Pope to approve a resolution authorizing submission of an application to the Wyoming state loan and investment board for a grant from the water & sewer ARPA grant program for the Water Reclamation Facilities (WRF) hydraulic capacity project (project) in the amount of \$2,294,000.00 and authorizing the director of the Board of Public Utilities to execute the application and all related documents. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve a resolution authorizing submission of an application to the state loan and investment board for a grant through water and sewer ARPA grant program funding for the north city zone improvements project (project) in the amount of \$3,927,097.00 and authorizing the director of the Board of Public Utilities to execute the application and all related documents. A motion was made by Allan Cunningham and seconded by John Edwards to approve a resolution authorizing submission of an application to the state loan and investment board for a grant through water and sewer ARPA grant program funding for the north city zone improvements project (project) in the amount of \$3,927,097.00 and authorizing the director of the Board of Public Utilities to execute the application and all related documents. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve the director to execute the Agreement for Rendering Services (ARS) between BOPU and WYDOT, upon approval by BOPU attorney, to complete design and construction of water main adjustments along US-30 as part of WYDOT N561041 Project and a transfer \$20,000 from FY21 Water Improvements to a new account for the US Highway 30 Water Improvements. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve the director to execute the Agreement for Rendering Services (ARS) between BOPU and WYDOT, upon approval by BOPU attorney, to complete design and construction of water main adjustments along US-30 as part of WYDOT N561041 Project and a transfer \$20,000 from FY21 Water Improvements to a new account for the US Highway 30 Water Improvements. The motion carried.

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Mr. Strong reported on and answered questions regarding request to approve and award the Safety of Dams Services Project Design to Schnabel Engineering in the amount of \$121,600 for the FY23 inspections and proposed Fees by fiscal year as presented. A motion was made by Keith Zabka and seconded by John Edwards to approve and award and awarded the Safety of Dams Services Project Design to Schnabel Engineering in the amount of \$121,600 for the FY23 inspections and proposed Fees by fiscal year as presented. The motion carried.

Mr. Bowen reported on release 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.

Mr. Bowen 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 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.

Water Treatment Plant O&M Supervisor, Nick Dennis, reported on and answered questions related to the Water Treatment Division.

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.)

The Board meeting Executive Session adjourned at approximately 5:30 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary