

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, September 19, 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	Frank Strong, Eng. and Water Resources Manager
Matthew Pope, Secretary	Elizabeth Lance, Board Attorney
Keith Zabka, Member	Lynn Butts, Accounting Supervisor
Allan Cunningham, Member	David Cole, Capital Projects Engineer II
John Edwards, Member	Dan Glowatz, Safety & Security Officer
Brad Bowen, Administration Manager	Sarah Bargsten, Water Conservation Specialist
Matt Buelow, Water Reclamation Manager	Erin Lamb, Administrative/Public Affairs
Clint Bassett, Water Treatment Manager	Pete Laybourn, Cheyenne City Council
Doug Calhoun, Operations & Maintenance Manager	Jay Ligocki, TriHydro
Kathy Kellner, Human Resources Manager	Gov. Dave Fruedenthal, Gold King Corp.

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, September 19, 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. Matthew Pope moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held August 15, 2022.
- The minutes of the Special Board Meeting held September 7, 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.
- Amending the contract with DPC Industries Inc. for chlorine to a rate of \$0.7985 per pound for a term of 3 months.
- Amending the contract with Harcros Chemicals Inc. for soda ash at a rate of \$0.247 per pound.
- Amending the contract with Thatcher Company, Inc. for soda ash to a rate of \$0.25 per pound for a term of 3 months.

The motion carried.

Administration Manager, Brad Bowen, announced the following upcoming BOPU meetings:

- Regular Board Meeting scheduled for Monday, October 17, 2022, at 3pm.
- Quarterly Employee Meeting scheduled for Thursday, October 20, 2022 at 730am.
- Board Work Session scheduled for Monday, October 24, 2022, at 3pm.

Mr. Bowen introduced attendees.

City Councilman, Peter Laybourn, address the Board.

Mr. Bowen reported on and answered questions regarding the financial statements for the month ending August 31, 2022.

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

08/31/2022	\$	1,051,465.38	Utilities and Refunds
08/31/2022		567,463.27	Payroll
09/19/2022		180,474.48	Vouchers
09/19/2022		2,152,142.92	Vouchers

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

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09/19/2022 11,582.41 Card Services

A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end August 31, 2022, as presented and the vouchers for payment. There was one Investment of Cash for month-end August 31, 2022, a transfer from ANB Bank 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.

Frank Strong, Engineering and Water Resources Manager, reported on and answered questions regarding request to approve the Director to sign the Purchase Agreement with Gold King Corp. A motion was made by Allan Cunningham and seconded by Matt Pope to approve the Director to sign the Purchase Agreement with Gold King Corp. The motion carried.

Mr. Bowen reported on and answered questions regarding request to approve a resolution re-appropriating funds from FY22 budget to FY23 budget for the Water and Sewer Enterprise funds budget. A motion was made by John Edwards and seconded by Keith Zabka to approve a resolution re-appropriating funds from FY22 budget to FY23 budget for the Water and Sewer Enterprise funds budget. 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.

Mr. Bowen 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 and Capital Projects Engineer II, David Cole, 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.

Operations and Maintenance Manager, Doug 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.

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

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

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Mary B. Guthrie, President

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Matthew Pope, Secretary