

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, October 17, 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	Elizabeth Lance, Board Attorney
Matthew Pope, Secretary	Lynn Butts, Accounting Supervisor
Keith Zabka, Member	David Cole, Capital Projects Engineer II
Allan Cunningham, Member	Dan Glowatz, Safety & Security Officer
Brad Brooks, Director	Nathaniel Kaufhold, IPP Coordinator
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	Brad Emmons, AVI
Frank Strong, Eng. and Water Resources Manager	Stephanie Pickering, MHP

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, October 17, 2022.

Ms. Guthrie noted there was a quorum with four board members present. 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 Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held September 19, 2022.
- The motion carried.

Director Brooks announced the following upcoming BOPU meetings:

- Quarterly Employee Meeting scheduled for Thursday, October 20, 2022 at 730am.
- Board Work Session scheduled for Monday, October 24, 2022, at 3pm.
- Regular Board Meeting scheduled for Monday, November 21, 2022, at 3pm.

Director Brooks introduced attendees.

City Councilman, Peter Laybourn, address the Board.

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

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

09/30/2022	\$ 841,807.02	Utilities and Refunds
09/30/2022	631,635.45	Payroll
10/17/2022	431,225.27	Vouchers
10/17/2022	11,918.61	Card Services
10/17/2022	2,167,298.38	Vouchers

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

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A motion was made by Allan Cunningham and seconded by Keith Zabka approving the financial statements for month-end September 30, 2022, as presented and the vouchers for payment. There were three (3) Investment of Cash for month-end September 30, 2022:

09/08/2022	\$1,000,000.00	Transfer from ANB To WyoStar I
09/19/2022	\$1,000,000.00	Transfer from ANB To WyoStar I
09/30/2022	\$1,000,000.00	Transfer from ANB To WyoStar I

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.

Clint Bassett, Water Treatment Manager, reported on and answered questions regarding request to reject bids for the Filter Backwash Pump Replacement project so staff could rebid the project. A motion was made by Keith Zabka and seconded by Matt Pope to reject bids for the Filter Backwash Pump Replacement project so staff could rebid the project. The motion carried.

Matt Buelow, Water Reclamation Manager, reported on and answered questions regarding request to approve and award the base bid of the DCWRF Heat Exchanger Replacement Project to Evoqua Water Technologies in the amount of \$706,500.00. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve and award the base bid of the DCWRF Heat Exchanger Replacement Project to Evoqua Water Technologies in the amount of \$706,500.00. The motion carried.

Frank Strong, Engineering and Water Resources Manager, reported on and answered questions regarding request to approve the Outside User Water and Sewer Services Agreement with UMC Properties, LLC, Lot 2, Block 9, North Range Business Park 3<sup>rd</sup> Filing, subject to review and approval by the Governing Body of the City of Cheyenne. A motion was made by Matt Pope and seconded by Allan Cunningham to approve the Outside User Water and Sewer Services Agreement with UMC Properties, LLC, Lot 2, Block 9, North Range Business Park 3<sup>rd</sup> Filing, subject to review and approval by the Governing Body of the City of Cheyenne. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve and authorize the Director to sign the UPRR Crossing agreement as-is, reference folder 3311-43, and pay the required \$11,650.00 to finalize the crossing agreement and approve associated transfer as presented. A motion was made by Allan Cunningham and seconded by Matt Pope to approve and authorize the Director to sign the UPRR Crossing agreement as-is, reference folder 3311-43, and pay the required \$11,650.00 to finalize the crossing agreement and approve associated transfer as presented. The motion carried.

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Mr. Strong reported on and answered questions regarding request to approve applying for funding not to exceed \$10.5 Million and the following: A resolution authorizing submission of an application to the Wyoming Water Development Commission for grant funding for the Borie wellfield expansion project in the amount of \$7,035,000.00 and authorizing the director of the board of public utilities to execute the application and all related documents. A motion was made by Keith Zabka and seconded by Matt Pope to approve applying for funding not to exceed \$10.5 Million and the following: A resolution authorizing submission of an application to the Wyoming Water Development Commission for grant funding for the Borie wellfield expansion project in the amount of \$7,035,000.00 and authorizing the director of the board of public utilities to execute the application and all related documents. The motion carried.

Director Brooks 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.

Sarah Bargsten, Water Conservation Specialist, 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.

Operations and Maintenance Manager, Doug Calhoun, 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.

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

Director Brooks reported on and answered questions regarding request to Director to sign the Municipal Conservation Actions commitment letter allowing the City of Cheyenne Board of Public Utilities to become a joint agency in the MOU to promote Municipal Conservation Actions moving forward. This was postponed until the October 24, 2022 Work Session.

Stephanie Pickering, MHP Partner, presented the FY2022 BOPU Annual Audit. A motion was made by Matt Pope and seconded by Allan Cunningham to accept the annual audit as presented. The Motion carried.

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The Board meeting adjourned into Executive Session at approximately 4:30 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 5:10 p.m.

Following return to regular session, a motion was made by Matt Pope and seconded by Keith Zabka to approve and authorize the Director and Board Attorney to make corrections to the Water Purchase Agreement with Gold King Corp. prior to agreement execution. The motion carried.

A motion was made by Keith Zabka and seconded by Allan Cunningham to approve a revised Outside Water User Agreement, acknowledging discrepancies in the original application, with Gold King Corp. subject to review and approval by the Governing Body of the City of Cheyenne. The motion carried.

The Regular Board meeting adjourned at approximately 5:15 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary