

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, November 21, 2022  
PAGE 1

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	Kathy Kellner, Human Resources Manager
Keith Zabka, Member	Frank Strong, Eng. and Water Resources Manager
Allan Cunningham, Member	Elizabeth Lance, Board Attorney
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Brad Brooks, Director	Nick Dennis, Water Treatment O&M Supervisor
Brad Bowen, Administration Manager	Sarah Bargsten, Water Conservation Specialist
Matt Buelow, Water Reclamation Manager	Erin Lamb, Administrative/Public Affairs
Clint Bassett, Water Treatment Manager	Mark Rinne, Cheyenne City Council
Doug Calhoun, Operations & Maintenance Manager	Jay Ligocki, 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, November 21, 2022.

Ms. Guthrie noted there was a quorum with four board members present and Matthew Pope was excused from attending the meeting. 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 John Edwards seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held October 17, 2022.
- The minutes of the Special Board Meeting held October 24, 2022.

The motion carried.

Director Brooks announced the upcoming Regular Board Meeting scheduled for Monday, December 19, 2022, at 3pm.

Director Brooks introduced attendees.

City Councilman, Dr. Mark Rinne, addressed the Board.

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

A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end October 31, 2022, as presented and the vouchers for payment. There were no Investment of Cash for month-end October 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. Bowen reported on and answered questions regarding request to approve modifications to the Travel Policy. A motion was made by John Edwards and seconded by Keith Zabka to approve modifications to the Travel Policy. The motion carried.

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, November 21, 2022  
PAGE 2

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve entering into a service agreement with Thermo Electron North America LLC for maintenance services on the IC and ICP-MS for \$33,544.54. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve entering into a service agreement with Thermo Electron North America LLC for maintenance services on the IC and ICP-MS for \$33,544.54. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve and award the Floc Tank 2 Rehabilitation Project to Coblaco Services, Inc. in the amount of \$698,661.35 and approve a budget transfer as presented. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve and award the Floc Tank 2 Rehabilitation Project to Coblaco Services, Inc. in the amount of \$698,661.35 and approve a budget transfer as presented. The motion carried.

Mr. Bassett reported on and answered questions regarding request to reject bids for the Filter Backwash Pump Replacement project. A motion was made by John Edwards and seconded by Allan Cunningham to reject bids for the Filter Backwash Pump Replacement project. 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.

Water Conservation Specialist, Sarah Bargsten, reported on and answered questions related to current weather and drought conditions.

Engineering and Water Resources Manager, Frank 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.

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 into Executive Session at approximately 3:50 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

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, November 21, 2022  
PAGE 3

or proposed litigation to which the governing body may be a party.) It was noted that no action was taken during Executive Session.

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

The Regular Board meeting adjourned at approximately 4:15 p.m.

---

Mary B. Guthrie, President

---

Matthew Pope, Secretary