

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 19, 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	Doug Calhoun, Operations & Maintenance Manager
Matthew Pope, Secretary	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	Sarah Bargsten, Water Conservation Specialist
Brad Bowen, Administration Manager	Erin Lamb, Administrative/Public Affairs
Matt Buelow, Water Reclamation Manager	Mark Rinne, Cheyenne City Council
Clint Bassett, Water Treatment Manager	Marcus Krall, HDR

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 all board members were 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. 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 November 21, 2022.
- The motion carried.

Director Brooks announced the upcoming Regular Board Meeting scheduled for Tuesday, January 17, 2023. At request of Board Member Keith Zabka, the meeting will be scheduled for 2:00pm. Director Brooks also announced the upcoming Quarterly Employee Meeting scheduled for Thursday, January 19, 2023, beginning at 7:00am, and a BOPU Leadership training seminar will follow at 9:00am for all BOPU Supervisors and Managers. Board Members are welcome to attend.

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 November 30, 2022.

A motion was made by Allan Cunningham and seconded by Matt Pope approving the financial statements for month-end November 30, 2022, as presented and the vouchers for payment. There were no Investment of Cash for month-end November 30, 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.

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 19, 2022
PAGE 2

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve change order number seven with PEI Wyoming allowing 20 additional working days before May 1, 2023, and decreasing the contract amount by \$9,034.35. A motion was made by John Edwards and seconded by Keith Zabka to approve change order number seven with PEI Wyoming allowing 20 additional working days before May 1, 2023 and decreasing the contract amount by \$9,034.35. 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 at approximately 3:35 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary