

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Tuesday, January 17, 2023  
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The Board of Public Utilities of the City of Cheyenne, Wyoming assembled this day at 2:00 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	Sarah Bargsten, Water Conservation Specialist
Keith Zabka, Member	Erin Lamb, Administrative/Public Affairs
Allan Cunningham, Member	Bryan Cook, Cheyenne City Council
John Edwards, Member	Kellie Grady, NOVO Benefits
Brad Brooks, Director	Dianna Madvig, NOVO Benefits
Brad Bowen, Administration Manager	Rob Henderson, NOVO Benefits
Matt Buelow, Water Reclamation Manager	Jay Ligocki, TriHydro
Clint Bassett, Water Treatment Manager	Larry Gallagher, Summit Engineering
Doug Calhoun, Operations & Maintenance Manager	Casey Palma, PLP/Ironhorse
Kathy Kellner, Human Resources Manager	Lucas Buckley, Ironhorse
Frank Strong, Eng. and Water Resources Manager	Matt Kafman, Ironhorse
Elizabeth Lance, Board Attorney	Stephanie Boster, City Attorney
Bryce Dorr, Capital Projects Supervisor	

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President, at approximately 2:00 p.m. Tuesday, January 17, 2023

Ms. Guthrie noted 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. Clint Bassett, Water Treatment Manager, requested agenda item F3 be removed for consideration on the consent agenda. Ms. Guthrie called for a motion to approve the items remaining on the CA. Allan Cunningham moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held December 19, 2022.
- Amending the contract with DPC Industries Inc. for chlorine gas for an additional three (3) months.
- Amending the chemical supplier agreement with Chemtrade for ferric sulfate for an additional three (3) months and increased rate of \$0.227 per pound.

The Motion carried.

Director Brooks announced the upcoming Quarterly Employee Meeting scheduled for Thursday, January 19, 2023, beginning at 7:30am, and a BOPU Leadership training seminar scheduled for February 2, 2023, beginning at 8:00am for all BOPU Supervisors and Managers. Board Members are welcome to attend. Director Brooks also announced the upcoming Regular Board Meeting scheduled for Tuesday, February 21, 2023, at 3:00pm.

Director Brooks introduced attendees.

City Councilman, Bryan Cook, addressed the Board.

Representatives from NOVO Benefits presented on and answered questions regarding the potential to self-fund insurance.

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Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending December 31, 2022. A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end December 31, 2022, as presented and the vouchers for payment. There were no Investment of Cash for month-end December 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.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding request to approve applying for funding not to exceed \$3.1 Million, the included resolution, and associated budget transfers as presented. A motion was made by John Edwards and seconded by Keith Zabka to approve applying for funding not to exceed \$3.1 Million, the included resolution, and associated budget transfers as presented. The motion carried.

Mr. Strong and Director Brooks reported on request to Postpone approval of the outside user agreement for Ironhorse, LP until the City completes their economic analysis study to determine how this project can move forward, if annexation will be required, and the County Commission approve lots smaller than 2.5 acres. A motion was made by Allan Cunningham and seconded by Keith Zabka to postponed approval of the outside user agreement for Ironhorse, LP until a modified agreement can be presented, reviewed, and approved at a future board meeting. The motion carried.

Ms. Guthrie called for a five (5) minutes recess.

Keith Zabka left the board meeting; a quorum was still present.

Ms. Guthrie called the board meeting back into session.

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.

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.

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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 4:45 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary