

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Tuesday, February 21, 2023
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building
1st Floor Conference Room, 2416 Snyder Avenue, Cheyenne, Wyoming
3:00 p.m.

IN ATTENDANCE:

Mary Guthrie	Clint Bassett
Matthew Pope	Matt Buelow
John Edwards	Kathy Kellner
Allan Cunningham	Frank Strong
Keith Zabka	Doug Calhoun
Brad Brooks	Erin Lamb
Brad Bowen	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
January 17, 2023 — Regular Meeting
Voucher List for Approval
Financial and Supplementary
Statement

1. ITEMS REQUIRING BOARD ACTION

- A. CONSENT AGENDA: (All agenda items listed with the designation of CA are considered to be routine items by the Board of Public Utilities and will be enacted by one motion. The design of the Consent Agenda is that there will be no separate discussion on these items unless a member of the board so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

B. Minutes/Meetings/Proclamations/Presentations:

- CA
1. Approve the Minutes of the Regular Board Meeting held January 17, 2023
 2. Sign the Minutes of the Regular Board Meeting held January 17, 2023
 3. Announcement of upcoming Regular Board Meeting: Monday, March 20, 2023
 4. Announcement of upcoming FY24 Budget Work Session: Monday, April 3, 2023
 5. Announcement of upcoming Regular Board Meeting: Monday, April 17, 2023
 6. Announcement of upcoming Employee Meeting: Thursday, April 20, 2023
 7. Announcement of upcoming Work Session (Council): Friday, April 21, 2023
 8. Announcement of upcoming Special Board Meeting: Monday, April 24, 2023
 9. Introduction of Attendees at the Meeting

C. Comments from Mayor/City Council

1.

D. Old Business:

1.

E. Financials:

1. Financial Statements as of Month-end January 31, 2023
2. Vouchers
3. Investments of Cash: – 01/01/2023-01/31/2023
None

Staff's recommendation is to accept the financial statements as presented and to approve vouchers (included in the Board packet and if necessary distributed via email prior to the Board meeting) and investments of cash.

F. Request Board Action – Approval and Awards:

- CA

 1. Approve and allow the Director to sign the Agreement with Asay Consulting, P.C., to provide consulting services as a hearing officer.
- CA

 2. Approve agreement with McGee, Hearne & Paiz LLP to continue to provide financial and compliance auditing for the fiscal year ending June 30, 2023, and 2024, and authorize the Director to sign the Professional Services Agreement. Subject to Attorney and Governing Body Approval.
- CA

 3. Approve the final balancing change order to decrease the contract amount as presented and approve release of retainage to Aztec Construction Co. Inc. as presented for the 2021 Water Projects, subject to the successful completion of W.S. 16-6-116 advertisement period.
- CA

 4. Approve amending the chemical supplier agreement with Harcros for soda ash for an additional nine (9) months.
- 5. Approve agreement with Paymentus and authorize the Director to sign corresponding agreement.
- 6. Approve and award the North City Zone Tank Project to CB&I in the amount of \$6,995,999.99. Additionally, staff recommends the Board approve the WWDC and DWSRF resolutions included to request the additional funding required for the construction of the transmission main phase of this project.
- 7. Deny the outside user agreement for Ironhorse, LP because of State Statute §41-10-104(c)(vii) and potential water quality concern.
- 8. Approve restructure of the Water Reclamation Division Operations and Maintenance area by creating two lead positions as presented.

2. PROJECTS (Informational items only)

- A. Release of Retainage Status
- B. Report on Agreements, Contracts, Easements, Assignments, Licenses, Etc.

3. REPORTS (Informational items only)

- A. Director
 - 1. Report
 - 2.
- B. Administration
 - 1. Manager's Report
 - a. Water Conservation Report
 - 2.

- C. Engineering & Water Resources
 - 1. Manager's Report
 - 2.
- D. Human Resources
 - 1. Manager's Report
 - 2.
- E. Operations & Maintenance
 - 1. Manager's Report
 - 2.
- F. Water Reclamation
 - 1. Manager's Report
 - a. Industrial Pretreatment Program – Sam's Club Discussion
 - 2.
- G. Water Treatment
 - 1. Manager's Report
 - 2.

4. OTHER BUSINESS

A.

5. EXECUTIVE SESSION

- A. Legal Matters:
 - 1. Possible Litigation Matters
 - 2.
- B. Real Estate:
 - 1.
 - 2.
- C. Personnel Matters:
 - 1.
 - 2.