

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Monday, March 20, 2023  
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building  
1<sup>st</sup> 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:  
February 21, 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 February 21, 2023
  2. Sign the Minutes of the Regular Board Meeting held February 21, 2023
  3. Announcement of upcoming FY24 Budget Work Session: Monday, April 3, 2023
  4. Announcement of upcoming Regular Board Meeting: Monday, April 17, 2023
  5. Announcement of upcoming Employee Meeting: Thursday, April 20, 2023
  6. Announcement of upcoming Work Session (Council): Friday, April 21, 2023
  7. Announcement of upcoming Special Board Meeting: Monday, April 24, 2023
  8. 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 February 28, 2023
2. Vouchers
3. Investments of Cash: – 02/01/2023-02/28/2023  
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:

1. Approve and allow the Director to sign the Updated Engagement Letter & Fee Agreement with Lance & Hall Attorneys at Law dated February 28, 2023, to provide Legal Counsel services at the established rates.
2. Approve and allow the Director to sign the legal services letter with The Burrin Firm P.C. dated March 10, 2023, to provide Legal Counsel services for water matters at the established rates.
3. Approve implementation of the 2023 Watering Schedule as presented.
4. Approve the Professional Services Agreement for Geosyntec Consultants in the amount of \$80,000 and authorize the Director to sign, subject to attorney approval.
5. Approve and award the Sun Valley Pressure Zone Expansion Project to Aztec Construction in the amount of \$1,296,500.00, along with the associated budget transfers as presented.
6. Approve the reallocation of funding for the Dell Range project as presented.
7. Approve Change Order No.1 to CB&I for the stiffened dome reducing the agreement by \$342,000.00. The revised agreement is \$6,653,999.99.
8. Approve and award the Filter Backwash Pump Replacement project to Water Technology Group in the amount of \$208,203.56 and approve associated budget transfers 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. Proposed FY2024 Budget
  2. Water Conservation Report
- 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 Report
  - 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.