

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, March 20, 2023
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	David Cole, Capital Projects Engineer II
Matthew Pope, Secretary	Sarah Bargsten, Water Conservation Specialist
Keith Zabka, Member	Erin Lamb, Administrative/Public Affairs
Allan Cunningham, Member	Vicki Dowdy, Compliance Supervisor
John Edwards, Member	Nathaniel Kaufold, IPP Coordinator
Brad Brooks, Director	Jacob Ward, IPP Specialist
Brad Bowen, Administration Manager	Nick Dennis, WT Plant O&M Supervisor
Matt Buelow, Water Reclamation Manager	Dr. Mark Rinne, City Council Member
Clint Bassett, Water Treatment Manager	Elizabeth Lance, Board Attorney
Doug Calhoun, Operations & Maintenance Manager	Loren Eldridge-Looker, TriHydro
Frank Strong, Eng. & Water Resources Manager	Jay Ligocki, TriHydro
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 3:00 p.m. Monday, March 20, 2023.

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 items on CA. Keith Zabka moved and Matt Pope seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held February 21, 2023.
- The Motion carried.

Director Brooks announced upcoming Meetings scheduled for the following dates:

- FY24 Budget Work Session: Monday, April 3, 2023 at 3:00 p.m.
- Regular Board Meeting: Monday, April 17, 2023 at 3:00 p.m.
- Employee Meeting: Thursday, April 20, 2023 at 7:30 a.m.
- Work Session (Council): Friday, April 21, 2023 at 12:00 p.m. (noon)
 - o Note change of location to City Council's Meeting Room
- Special Board Meeting: Monday, April 24, 2023 at 3:00 p.m.

Director Brooks introduced attendees.

City Councilman, Dr. Mark Rinne, presented updates from City Council to Board Members.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending February 28, 2023. A motion was made by John Edwards and seconded by Allan Cunningham approving the financial statements for month-end February 28, 2023, as presented and the vouchers for payment. There were no Investment of Cash for month-end February 28, 2023. 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.

Director Brooks reported on and answered questions regarding request to approve the Director to sign an updated engagement letter & fee agreement with Lance & Hall Attorneys at Law dated February 28, 2023, to provide Legal Counsel services at the

PRELIMINARY – UNDER IN-HOUSE REVIEW

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, March 20, 2023
PAGE 2

established rates. A motion was made by John Edwards and seconded by Matt Pope to approve the Director to sign an updated engagement letter & fee agreement with Lance & Hall Attorneys at Law dated February 28, 2023, to provide Legal Counsel services at the established rates. The motion carried.

Director Brooks reported on and answered questions regarding request to approve the Director to sign the legal services letter with The Burrton Firm P.C. dated March 10, 2023, to provide Legal Counsel services for water matters at the established rates. A motion was made by Matt Pope and seconded by John Edwards to approve the Director to sign the legal services letter with The Burrton Firm P.C. dated March 10, 2023, to provide Legal Counsel services for water matters at the established rates. The motion carried.

Water Conservation Specialist, Sarah Bargsten, reported on and answered questions regarding request to approve implementation of the 2023 Watering Schedule as presented. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve implementation of the 2023 Watering Schedule as presented. The motion carried.

Ms. Bargsten reported on and answered questions regarding request to approve the Professional Services Agreement for Geosyntec Consultants in the amount of \$80,000 and authorize the Director to sign. A motion was made by Keith Zabka and seconded by John Edwards to approve the Professional Services Agreement for Geosyntec Consultants in the amount of \$80,000 and authorize the Director to sign. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported and answered questions regarding request to 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. Keith Zabka recused himself from voting on the matter. A motion was made by Allan Cunningham and seconded by Matt Pope to 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. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve the reallocation of funding from the Dell Range project, as presented. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve the reallocation of funding from the Dell Range project, as presented. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve Change Order No. 1 with CB&I for the stiffened dome reducing the agreement by \$342,000.00. The revised agreement is \$6,653,999.99. A motion was made by Keith Zabka and seconded by Matt Pope to approved Change Order No. 1 with CB&I for the stiffened dome reducing the agreement by \$342,000.00. The revised agreement is \$6,653,999.99. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to 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. A motion was made by Matt Pope and seconded by John Edwards to 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. 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.

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, March 20, 2023
PAGE 3

Mr. Bowen reported on and answered questions related to the Administration Division.

Ms. Bargsten, reported on and answered questions related to water conservation initiatives.

Mr. Strong, reported on and answered questions related to the Engineering and Water Resources Division.

Mr. Brooks 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 4:45 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 or proposed litigation to which the governing body may be a party.)

The Board meeting Executive Session adjourned at approximately 5:15 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary