

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, April 17, 2023  
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The Board of Public Utilities of the City of Cheyenne, Wyoming assembled this day at 3:00 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	Doug Calhoun, Operations & Maintenance Manager
Keith Zabka, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Erin Lamb, Administrative/Public Affairs
Brad Brooks, Director	Elizabeth Lance, Board Attorney
Brad Bowen, Administration Manager	Jordan Evans, LCGIS Coordinator
Matt Buelow, Water Reclamation Manager	Jay Ligocki, TriHydro
Clint Bassett, Water Treatment Manager	

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, April 17, 2023.

Ms. Guthrie noted three of five 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. John Edwards moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held March 20, 2023.
- The minutes of the FY24 Budget Work Session held April 3, 2023.
- Amending the chemical supplier agreement with Chemtrade for ferric sulfate for an additional three (3) months at the current rate of \$0.227 per pound.
- Amending the contract with DPC Industries Inc. for chlorine gas for an additional three (3) months at the current rate of \$0.7985 per pound or \$1,597 per ton.
- The Director to sign the MOU with CLCGISC, granting the BOPU access to the resources available from the ESRI Small Municipal and County Government Enterprise Agreement.

The Motion carried.

Director Brooks announced upcoming Meetings scheduled for the following dates:

- Employee Meeting: Thursday, April 20, 2023 at 7:30 a.m.
- Work Session (Council): Friday, April 21, 2023 at 12:00 p.m. (noon)
- Special Board Meeting: Monday, April 24, 2023 at 3:00 p.m.
- Regular Board Meeting: Monday, May 15, 2023 at 3:00 p.m.

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending March 31, 2023. A motion was made by John Edwards and seconded by Keith Zabka approving the financial statements for month-end March 31, 2023, as presented and the vouchers for payment. There were no Investment of Cash for month-end March 31, 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.

Capital Projects Supervisor, Bryce Dorr, reported on and answered questions regarding request to approve applying for funding not to exceed \$400,000 and the associated resolution. A motion was made by Keith Zabka and seconded by John Edwards to approve

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applying for funding not to exceed \$400,000 and the associated resolution. The motion carried.

Director Brooks reported on and answered questions regarding request to approve changes to the competitive bidding/quotes approval limit within the Board's Purchasing Policy which comply with the newly approved *Improvement Contract Requirements-Amendment (SF0164)*: Amended requirements for contracts and purchases of public improvements. A motion was made by John Edwards and seconded by Keith Zabka to approve changes to the competitive bidding/quotes approval limit within the Board's Purchasing Policy which comply with the newly approved *Improvement Contract Requirements-Amendment (SF0164)*: Amended requirements for contracts and purchases of public improvements, as amended by Keith Zabka to include missed edit in said policy. The motion carried.

Director Brooks reported on and answered questions regarding request to approve the Director to sign the agreement for Lease of Water for Exchange between PacifiCorp and Cheyenne Board of Public Utilities. A motion was made by Keith Zabka and seconded by John Edwards to approve the Director to sign the agreement for Lease of Water for Exchange between PacifiCorp and Cheyenne Board of Public Utilities. The motion carried.

Director Brooks reported on and answered questions regarding request to approve the Director to sign the SCIA for the City of Cheyenne Board of Public Utilities - Little Snake Basin via Seminoe Reservoir and Glendo Reservoir Project subject to UCRC, Wyoming States Engineers Office, and Board Attorney approval. A motion was made by John Edwards and seconded by Keith Zabka to approve the Director to sign the SCIA for the City of Cheyenne Board of Public Utilities - Little Snake Basin via Seminoe Reservoir and Glendo Reservoir Project subject to UCRC, Wyoming States Engineers Office, and Board Attorney approval. The motion carried.

Water Reclamation Manager, Matt Buelow, reported and answered questions regarding request to approve transfers from WRF Hydraulic Capacity to facilitate the purchases of the needed bio-solids equipment, leaving \$306,000.00 for the improvements at the Crow Creek Water Reclamation Facility. A motion was made by Keith Zabka and seconded by John Edwards to approve transfers from WRF Hydraulic Capacity to facilitate the purchases of the needed bio-solids equipment, leaving \$306,000.00 for the improvements at the Crow Creek Water Reclamation Facility. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding request to approve Change Order Number One for the Dual Fuel Conversion Sherard Generator. A motion was made by Keith Zabka and seconded by John Edwards to approve Change Order Number One for the Dual Fuel Conversion Sherard Generator. The motion failed with no (0) "yes" votes.

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.

Mr. Bowen reported on and answered questions related to water conservation initiatives.

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

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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.

Mr. 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 4:05 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 4:20 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary