

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, May 15, 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	Doug Calhoun
Keith Zabka	Erin Lamb
Brad Brooks	Elizabeth Lance
Brad Bowen	

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
April 17, 2023 – Regular Meeting
April 24, 2023 – Special 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:

- | | |
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| CA | 1. Approve the Minutes of the Regular Board Meeting held April 17, 2023 |
| CA | 2. Approve the Minutes of the Special Board Meeting held April 24, 2023 |
| | 3. Sign the Minutes of the Regular Board Meeting held April 17, 2023 |
| | 4. Sign the Minutes of the Special Board Meeting held April 24, 2023 |
| | 5. Announcement of the upcoming Regular Board Meeting: Tuesday , June 20, 2023 |
| | 6. 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 April 30, 2023
2. Vouchers
3. Investments of Cash: – 04/01/2023-04/30/2023
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 award FY2023 Sewer Rehab bid schedules A & D to Rocky Mountain Sand & Gravel in the amount of \$775,261.00. Approve and award FY2023 Sewer Rehab bid schedule C to Mechanical Systems, Inc. In the amount of \$1,517,897.00. The total award and project construction cost is \$2,293,158.00.
2. Approve the discharge, and to extinguish accounts listed, from accounts receivable in the amount of \$79,185.43 as presented.
3. Approve the MOU between the Wyoming Game and Fish Commission and the City of Cheyenne Board of Public Utilities and authorize the Director to sign the MOU to continue the John and Annie Woodhouse Wildlife Habitat Management Area pending BOPU’s legal review and approval as to form.
4. Approve Change Order Number One for the Dual Fuel Conversion Sherard Generator, removing load testing from the scope of services and reducing the cost from \$92,400 to \$84,400.
5. Approve purchase of water filter pitchers for customers with lead service line components and approve associated budget transfer of \$30,000.
6. Approve a new position titled Billing and Accounting Specialist to be placed at Grade Level 24 in Non-Exempt pay plan and to increase Board staffing by .5 FTE.

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
 - 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
 - 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.