

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, May 15, 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 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	Bryce Dorr, Capital Projects Supervisor
Matthew Pope, Secretary	Billie Knifong, Accounting Supervisor
Keith Zabka, Member	Erin Lamb, Administrative/Public Affairs
John Edwards, Member	David Cole, Capital Projects Engineer II
Allan Cunningham, Member	Brett Davis, Capital Projects Engineer I
Brad Brooks, Director	Elizabeth Lance, Board Attorney
Brad Bowen, Administration Manager	Keith Burron, The Burron Firm
Frank Strong, Eng. & Water Resources Manager	Dr. Mark Rinne, City Council
Matt Buelow, Water Reclamation Manager	Jay Ligocki, TriHydro
Clint Bassett, Water Treatment Manager	Jerry Cowley, WY Game & Fish Department
Doug Calhoun, Operations & Maintenance Manager	Michael White, Citizen
Kathy Kellner, Human Resources 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, May 15, 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 Matthew Pope seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held April 17, 2023.
- The minutes of the Special Board Meeting held April 24, 2023.

The Motion carried.

Director Brooks announced the upcoming Regular Board Meeting scheduled for Tuesday, June 20, 2023, at 3:00pm.

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending April 30, 2023. A motion was made by Allan Cunningham and seconded by Keith Zabka approving the financial statements for month-end April 30, 2023, as presented and the vouchers for payment. There were no Investment of Cash for month-end April 30, 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.

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

PRELIMINARY – UNDER IN-HOUSE REVIEW

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Cunningham to 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. The motion carried.

City Councilman, Dr. Mark Rinne, addressed the Board.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding request to approve and award FY2023 Sewer Rehab bid schedules A & D to Rocky Mountain Sand & Gravel in the amount of \$775,261.00 and 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. Keith Zabka recused himself from voting on this matter. A motion was made by Matthew Pope and seconded by John Edwards to approve and award FY2023 Sewer Rehab bid schedules A & D to Rocky Mountain Sand & Gravel in the amount of \$775,261.00 and 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. The motion carried.

Mr. Bowen reported on and answered questions regarding request to approve the discharge, and to extinguish accounts listed, from accounts receivable in the amount of \$79,185.43 as presented. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve the discharge, and to extinguish accounts listed, from accounts receivable in the amount of \$79,185.43 as presented. The motion carried.

Mr. Bassett reported on and answered questions regarding request to 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. 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, removing load testing from the scope of services and reducing the cost from \$92,400 to \$84,400. The motion carried.

Mr. Bassett reported and answered questions regarding request to approve the purchase of water filter pitchers for customers with lead service line components and associated budget transfer of \$30,000. A motion was made by Allan Cunningham and seconded by Matthew Pope to approve the purchase of water filter pitchers for customers with lead service line components and associated budget transfer of \$30,000. The motion carried.

Human Resources Manager, Kathy Kellner, reported on and answered questions regarding request to 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. A motion was made by Matthew Pope and seconded by John Edwards to 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. The motion carried.

Operations & Maintenance Manager, Doug Calhoun, reported on and answered questions regarding request to approve the award to Knife River, for city Bid#

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E-23-23, for aggregate in the amount of \$8.00 per ton for a total of \$48,000, subject to governing body approval. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the award to Knife River, for city Bid# E-23-23, for aggregate in the amount of \$8.00 per ton for a total of \$48,000, subject to governing body approval. 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.

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

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

Ms. Kellner reported on and answered questions related to the Human Resources Division.

Mr. 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 4:00 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 4:30 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary