

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Tuesday, June 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	Brad Bowen
Matthew Pope	Frank Strong
John Edwards	Clint Bassett
Keith Zabka	Kathy Kellner
Allan Cunningham	Erin Lamb
Brad Brooks	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:  
May 15, 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. CA Minutes/Meetings/Proclamations/Presentations:
1. Approve the Minutes of the Regular Board Meeting held May 15, 2023
  2. Sign the Minutes of the Regular Board Meeting held May 15, 2023
  3. Swearing in John Edwards – Kris Jones
  4. Announcement of the upcoming Employee Appreciation BBQ: Thursday, July 13, 2023
  5. Announcement of the upcoming Regular Board Meeting: Monday, July 17, 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 May 31, 2023
  2. Vouchers
  3. Investments of Cash: – 05/01/2023-05/31/2023  
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:

- CA 1. Approve amendment #21 to City Contract No. 4389 for Risk Management Services for FY2024 and authorize the Board President and Secretary to sign.
- CA 2. Approve the Outside User Sewer Services Agreement with Chelsea Myers, current owner of southerly 127' of Lot 1, Block 1 of the Rogers Subdivision.
- CA 3. Approve the Common Services Agreement with Jesse Shwen, current owner of Lot 19, Block 1009, Replat Blocks 1002, 1005, 1006, 1007 and 1009 excepting Lot 15, Block 1009 Capital Heights Addition.
- CA 4. Approve a renewal with Aetna for another three years beginning September 1, 2023.
- 5. Approve amending the chemical supplier agreement with Airgas USA LLC by increasing the rate for liquid oxygen to \$0.75 per ccf and adding a delivery fee of \$83.33 per load for a term of 1 year.
- 6. Approve “A RESOLUTION AUTHORIZING SUBMITTAL OF A REQUEST TO THE WYOMING STATE LAND AND INVESTMENT BOARD TO AMEND DRINKING WATER STATE REVOLVING LOAN #229 FROM \$3,960,000 TO \$4,78,000.00 FOR THE NORTH CITY ZONE IMPROVEMENTS PROJECT AND AUTHORIZING THE DIRECTOR OF THE BOARD OF PUBLIC UTILITIES TO EXECUTE THE APPLICATION AND ALL RELATED DOCUMENTS.”
- 7. Approve and award the Southwest Drive Waterline Project to Aztec Construction in the amount of \$549,601.00.

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. Current Project Overview

5. EXECUTIVE SESSION

- A. Legal Matters:
  - 1.
  - 2.
- B. Real Estate:
  - 1.
  - 2.
- C. Personnel Matters:
  - 1.
  - 2.