

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Tuesday, June 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	Bryce Dorr, Capital Projects Supervisor
Keith Zabka, Member	Vicki Dowdy, Compliance Supervisor
John Edwards, Member	Erin Lamb, Administrative/Public Affairs
Allan Cunningham, Member	David Cole, Capital Projects Engineer II
Brad Brooks, Director	Linda Gunter, Development Specialist
Brad Bowen, Administration Manager	Elizabeth Lance, Board Attorney
Frank Strong, Eng. & Water Resources Manager	Kris Jones, City Clerk
Clint Bassett, Water Treatment Manager	Brandon Noble, HDR
Todd Hepworth, Operations & Maintenance Manager	Chelsea Myers, Public Attendee
Kathy Kellner, Human Resources Manager	Jesse Shwen, Public Attendee

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President, at approximately 3:00 p.m. Tuesday, June 20, 2023.

John Edwards, Board Member, was sworn in by Kris Jones, City Clerk to serve another six (6) year term.

Ms. Guthrie noted that four of the 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. Allan Cunningham moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held May 15, 2023.
- Amendment #21 to City Contract No. 4389 for Risk Management Services for FY2024 and authorized the Board President and Secretary to sign.
- An Outside User Sewer Services Agreement with Chelsea Myers, current owner of southerly 127' of Lot 1, Block 1 of the Rogers Subdivision.
- A 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.
- A contract renewal with Aetna for another three years beginning September 1, 2023.

The Motion carried.

Director Brooks announced the upcoming Employee Appreciation BBQ scheduled for July 13, at 11am at Lions Park, and the next Regular Board Meeting scheduled for Monday, July 17, 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 May 31, 2023. A motion was made by Keith Zabka and seconded by John Edwards approving the financial statements for month-end May 31, 2023, as presented and the vouchers for payment. There were no Investment of Cash for month-end May 31, 2023. The motion carried. Warrants of the Board of Public Utilities are signed by

PRELIMINARY – UNDER IN-HOUSE REVIEW

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Tuesday, June 20, 2023
PAGE 2

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 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 one (1) year. A motion was made by John Edwards and seconded by Allan Cunningham to 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 one (1) year. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding request to 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." A motion was made by Keith Zabka and seconded by Allan Cunningham to 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." The motion carried.

Capital Projects Engineer II, David Cole, reported on and answered questions regarding request to approve and award the Southwest Drive Waterline Project to Aztec Construction in the amount of \$549,601.00. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve and award the Southwest Drive Waterline Project to Aztec Construction in the amount of \$549,601.00. 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.

Human Resources Manager, Kathy Kellner, reported on and answered questions related to the Human Resources Division.

Operations and Maintenance Manager, Todd Hepworth reported on and answered questions related to the Operations and Maintenance Division.

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, June 20, 2023
PAGE 3

Compliance Supervisor, Vicki Dowdy, reported on and answered questions related to the Water Reclamation Division.

Mr. Bassett, reported on and answered questions related to the Water Treatment Division.

Engineering staff presented a 'current projects overview" to the board.

The Board meeting adjourned at approximately 4:30 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary