

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, July 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 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	Austin Delaney, Collections Supervisor
Matthew Pope, Secretary	Erin Lamb, Administrative/Public Affairs
Keith Zabka, Member	David Cole, Capital Projects Engineer II
John Edwards, Member	Elizabeth Lance, Board Attorney
Allan Cunningham, Member	Dr. Mark Rinne, City Council
Brad Brooks, Director	Jason Sanchez, Director, City/CRE
Frank Strong, Eng. & Water Resources Manager	Nathan Chapman, City/CRE
Clint Bassett, Water Treatment Manager	Father Tom Cronkleton, Cathedral of St. Mary
Matt Buelow, Water Reclamation Manager	Connie Janney, Cathedral of St. Mary
Todd Hepworth, Operations & Maintenance Manager	Neill O'Donnell, Cathedral of St. Mary
Kathy Kellner, Human Resources Manager	Brad Emmons, AVI
Bryce Dorr, Capital Projects Supervisor	Loren Eldridge-Looker, Trihydro
Billie Knifong, Accounting Supervisor	

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, July 17, 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. Matthew Pope moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held June 20, 2023.

The Motion carried.

Director Brooks announced the next Regular Board Meeting scheduled for Monday, August 21, 2023, at 3:00pm.

Director Brooks introduced attendees.

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

Accounting Supervisor, Billie Knifong, reported on and answered questions regarding the financial statements for the month ending June 30, 2023. A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end June 30, 2023, as presented, and amended. The Board members approve both initial, and additional, vouchers presented for payment. There were no Investment of Cash for month-end June 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.

Director Brooks reported on and answered questions regarding denial of request from St. Mary for a 50% discount rate for recycled water use at the Olivet Cemetery. A motion was made by Matthew Pope. The motion to deny the requested failed due to lack of second. An amended motion was made by Matthew Pope and seconded by Keith Zabka to approve the request from St. Mary for a 50% discount rate for recycled water use at the Olivet Cemetery for a one-year period. The motion carried.

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Human Resources Manager, Kathy Kellner, reported on and answered questions regarding request to approve amendment number eight with NOVO Benefits. A motion was made by Allan Cunningham and seconded by Matthew Pope to approve amendment number eight with NOVO Benefits. The motion carried.

Capital Projects Engineer II, David Cole, reported on and answered questions regarding request to approve and award the base bid and alternate 1 of the re-bid for the DCWRF Heat Exchanger Replacement Project to RN Civil Construction in the amount of \$771,000.00. A motion was made by John Edwards and seconded by Keith Zabka to approve and award the base bid and alternate 1 of the re-bid for the DCWRF Heat Exchanger Replacement Project to RN Civil Construction in the amount of \$771,000.00. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding request to approve and award the WR-05-23-Tractor bid to 21st Century Equipment in the amount of \$369,807.58. A motion was made by Allan Cunningham and seconded by Matthew Pope to approve and award the WR-05-23-Tractor bid to 21st Century Equipment in the amount of \$369,807.58. The motion carried.

Mr. Cole reported on and answered questions regarding request to approve and award the FY2024 Water Rehab Project Design to Inberg-Miller Engineers in the amount of \$140,080.00. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve and award the FY2024 Water Rehab Project Design to Inberg-Miller Engineers in the amount of \$140,080.00. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve the concept of the MOU presented and direct staff to move forward on the MOU presented. A motion was made by Allan Cunningham and seconded by John Edwards to approve the concept of the MOU presented and direct staff to move forward on the MOU presented. The motion carried.

Mr. Strong reported on and answered questions regarding request to approve applying for funding not to exceed \$4,463,000, the associated resolution, and authorized the director to execute the application and all related documents. A motion was made by Keith Zabka and seconded by Matthew Pope to approve applying for funding not to exceed \$4,463,000, the associated resolution, and authorized the director to execute the application and all related documents. 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.

Ms. Knifong 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.

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

Water Reclamation Manager, Matthew Buelow, reported on and answered questions related to the Water Reclamation Division.

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

The Board meeting adjourned at approximately 4:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary