

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, August 21, 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	Frank Strong
Matthew Pope	Clint Bassett
John Edwards	Kathy Kellner
Keith Zabka	Todd Hepworth
Allan Cunningham	Matthew Buelow
Brad Brooks	Erin Lamb
Brad Bowen	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
July 17, 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 July 17, 2023
 2. Sign the Minutes of the Regular Board Meeting held July 17, 2023
 3. Announcement of the upcoming Regular Board Meeting: Monday, September 18, 2023
 4. 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 July 31, 2023
 2. Vouchers
 3. Investments of Cash: – 07/01/2023-07/31/2023
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 amending the contract with DPC Industries Inc. for chlorine gas extending the term until December 31, 2023, and increasing the price to \$1.00 per pound. – Clint Bassett
- CA 2. Approve the director to sign the chemical supplier agreement with Thatcher for ferric sulfate at the rate of \$0.20 per pound and a term through January 15, 2024. – Clint Bassett
- CA 3. Approve amending the existing service agreement with Ameri-Tech HVAC Service by extending the contract term for one year at \$28,500. – Clint Bassett
- CA 4. Approve entering into a service agreement with Thermo Electron North America LLC, pending legal approval, for maintenance services on the IC and ICP-MS for \$37,029. – Clint Bassett
- CA 5. Approve an agreement between the BOPU and the Wyoming Department of Health. – Matt Buelow
- CA 6. Approve the listed items as salvage items and allow items to be auctioned or bid per Wyo. Stat. §15-1-112. In the case no bids for any item(s) are received the item(s) may be disposed of as salvage. – Todd Hepworth
- CA 7. Approve the Common Services Agreement with Robert Lett, current owner of Lot 6, Block 1014 Capital Heights Addition. – Frank Strong
8. Approve the MOU with the Wyoming Office of State Lands and Investments, Forestry Division for \$100,000 of tree thinning work near Rob Roy Reservoir pending BOPU’s legal review and approval as to form. – Clint Bassett
9. Approve revisions to the Chapter 13.20 Public Services-Wastewater Treatment and Disposal Chapter Revision subject to final approval by the City Governing Body and the EPA after their public comment period. – Matt Buelow
10. Approve titling current position IPP Specialist 1, approve IPP Specialist 2 position, and promoting current Industrial Pretreatment Specialist to Industrial Pretreatment Specialist 2. – Matt Buelow
11. Approve the Director and Board Attorney to send to the District, the new South Cheyenne Water and Sewer District Combined Water and Sewer Agreement and begin discussion and negotiations with the District to finalize the agreement. – Brad Brooks

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.
- 2.

B. Real Estate:

- 1.
- 2.

C. Personnel Matters:

- 1.
- 2.