

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, August 21, 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	Todd Hepworth, Operations & Maintenance Manager
Matthew Pope, Secretary	Kathy Kellner, Human Resources Manager
Keith Zabka, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Vicki Dowdy, Compliance Supervisor
Allan Cunningham, Member	Nathaniel Kaufhold, IPP Coordinator
Brad Brooks, Director	Jacob Ward, IPP Specialist
Frank Strong, Eng. & Water Resources Manager	Erin Lamb, Administrative/Public Affairs
Clint Bassett, Water Treatment Manager	Elizabeth Lance, Board Attorney
Brad Bowen, Administration Manager	Dr. Mark Rinne, City Council
Matt Buelow, Water Reclamation 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, August 21, 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 Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held July 17, 2023.
- 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.
- 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.
- Amending the existing service agreement with Ameri-Tech HVAC Service by extending the contract term for one year at \$28,500.
- 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.
- An agreement between the BOPU and the Wyoming Department of Health.
- 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.
- A Common Services Agreement with Robert Lett, current owner of Lot 6, Block 1014 Capital Heights Addition.

The Motion carried.

Director Brooks announced the next Regular Board Meeting scheduled for Monday, September 18, 2023, at 3:00pm.

Director Brooks introduced attendees.

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

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending July 31, 2023. A motion was made by John Edwards and seconded by Matthew Pope approving the financial statements for month-end July 31, 2023, as presented. The Board members approved the vouchers presented for payment. There were no Investments of Cash for month-end July 31, 2023. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick

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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 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. A motion was made by Matthew Pope and seconded by John Edwards to 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. The motion carried.

Water Reclamation Manager, Matt Buelow, reported on and answered questions regarding request to 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. A motion was made by Allan Cunningham and seconded by John Edwards to 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. The motion carried.

Mr. Buelow, reported on and answered questions regarding request to approve titling current position IPP Specialist 1, approve IPP Specialist 2 position, and promoting current Industrial Pretreatment Specialist to Industrial Pretreatment Specialist 2. A motion was made by Keith Zabka and seconded by Matthew Pope to approve titling current position IPP Specialist 1, approve IPP Specialist 2 position, and promoting current Industrial Pretreatment Specialist to Industrial Pretreatment Specialist 2. The motion carried.

Director Brooks reported on and answered questions regarding request to 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. A motion was made by John Edwards and seconded by Allan Cunningham to 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. 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.

Engineering and Water Resources Manager, Frank 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.

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

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Mr. 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