

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, September 18, 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
Keith Zabka, Member	Kathy Kellner, Human Resources Manager
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Allan Cunningham, Member	David Cole, Capital Projects Engineer II
Brad Brooks, Director	Erin Lamb, Administrative/Public Affairs
Frank Strong, Eng. & Water Resources Manager	Elizabeth Lance, Attorney, Lance & Hall
Clint Bassett, Water Treatment Manager	Toni Hartzel, Lance & Hall
Brad Bowen, Administration Manager	Jay Ligocki, TriHydro
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, September 18, 2023.

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. John Edwards moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held August 21, 2023.

The Motion carried.

Director Brooks announced various upcoming events and meetings including:

- Hydroelectric Generation Facility Open House on October 7, 2023
- Regular Board Meeting on Monday, October 16, 2023
- Quarterly Employee Meeting on Thursday, October 19, 2023

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending August 31, 2023. A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end August 31, 2023, as presented. The Board members approved the vouchers presented for payment. There were no Investments of Cash for month-end August 31, 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.

Mr. Bowen reported on and answered questions regarding request to approve a resolution re-appropriating funds from FY23 budget to FY24 budget for the Water and Sewer Enterprise fund budgets as presented. A motion was made by Allan Cunningham and seconded by John Edwards to approve a resolution re-appropriating funds from FY23 budget to FY24 budget for the Water and Sewer Enterprise fund budgets as presented. The motion carried.

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Capital Projects Engineer II, David Cole, reported on and answered questions regarding request to approve the 2023 Sewer Rehab Project change order with MSI in the amount of \$15,000.00 to compensate the contractor for the additional work. Keith Zabka recused himself from voting on this agenda item. A motion was made by John Edwards and seconded by Allan Cunningham to approve the 2023 Sewer Rehab Project change order with MSI in the amount of \$15,000.00 to compensate the contractor for the additional work. The motion carried.

Mr. Cole reported on and answered questions regarding request to approve the 2023 Sewer Rehab project change order with Rocky Mountain Sand & Gravel in the amount of \$54,733.00 to compensate the contractor for the additional work. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the 2023 Sewer Rehab project change order with Rocky Mountain Sand & Gravel in the amount of \$54,733.00 to compensate the contractor for the additional work. The motion carried.

Operations & Maintenance Manager, Todd Hepworth, reported on and answered questions regarding request to approve and award the Jetting Trucks Bid (O&M 01-24) to Floyds Truck Center in the amount of \$939,446.00 for the purchase of 2025 Freightliner 114sd w/Vactor as specified in Bid OM 01-24 with trade of vehicles C33, C35 and C36. A motion was made by Keith Zabka and seconded by John Edwards to approve and award the Jetting Trucks Bid (O&M 01-24) to Floyds Truck Center in the amount of \$939,446.00 for the purchase of 2025 Freightliner 114sd w/Vactor as specified in Bid OM 01-24 with trade of vehicles C33, C35 and C36. The motion carried.

Mr. Bowen reported on and answered questions regarding request to approve the binding and subsequent payment for the City of Cheyenne as respects to Water Facility easement with the U.S. Department of Agriculture, Forest Service; Special liability insurance program for FY 2024. A motion was made by Keith Zabka and seconded by John Edwards to approve the binding and subsequent payment for the City of Cheyenne as respects to Water Facility easement with the U.S. Department of Agriculture, Forest Service; Special liability insurance program for FY 2024. 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.

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

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

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

The Board meeting adjourned into Executive Session at approximately 3:45pm to discuss personnel matters under Wyoming State Statutes W.S. 16-4-405 (a) (ii) (Consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session the governing body may deliberate on its decision in executive sessions.) No action was taken during or following Executive Session.

The Board meeting Executive Session adjourned at approximately 4:15 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary