

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, October 16, 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
Matthew Pope, Secretary
Keith Zabka, Member
John Edwards, Member
Allan Cunningham, Member
Brad Brooks, Director
Clint Bassett, Water Treatment Manager
Brad Bowen, Administration Manager
Matt Buelow, Water Reclamation Manager

Todd Hepworth, Operations & Maintenance Manager
Kathy Kellner, Human Resources Manager
Bryce Dorr, Capital Projects Supervisor
Erin Lamb, Administrative/Public Affairs
Elizabeth Lance, Attorney, Lance & Hall
Dr. Mark Rinne, Cheyenne City Council
Jeff Fassett, Incoming Board Member
Stephanie Pickering, MHP Partner

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, October 16, 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 Matt Pope seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held September 18, 2023.
- Amendment to the chemical supplier agreement with Harcros for soda ash at \$0.247 through December 31, 2023.

The Motion carried.

Director Brooks announced the upcoming quarterly employee meeting on Thursday, October 19, 2023 and the next regular board meeting scheduled for November 20, 2023

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending September 30, 2023. A motion was made by Allan Cunningham and seconded by John Edwards approving the financial statements for month-end September 30, 2023, as presented. The Board members approved the vouchers presented for payment. There were no Investments of Cash for month-end September 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.

Mr. Bowen reported on and answered questions regarding request to approve the Director to sign the lease agreement with Union Telephone to run from January 1, 2024 to December 31, 2028, pending BOPU legal review. A motion was made by John Edwards and seconded by Matt Pope to approve the Director to sign the lease agreement with Union Telephone to run from January 1, 2024 to December 31, 2028, pending BOPU legal review. The motion carried.

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Mr. Bowen and MHP Partner, Stephanie Pickering, presented on and answered questions regarding the FY 2023 audited financial statements. A motion was made by Matt Pope and seconded by John Edwards to approve and accept the FY 2023 audited financial statements as presented. 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.

Capital Projects Supervisor, Bryce Dorr, 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.

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

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

Following discussion on nominations and board member appointments, Ms. Guthrie nominated Alan Cunningham as President, and Keith Zabka and Secretary of the Board. All Board members voted. The motion carried.

The Board meeting adjourned into Executive Session at approximately 3:45 p.m. to discuss possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) (Matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.)

No action was taken during Executive Session.

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

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

Allan Cunningham, President

Keith Zabka, Secretary