

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, November 20, 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:

Allan Cunningham	Frank Strong
Keith Zabka	Clint Bassett
Mary Guthrie	Kathy Kellner
John Edwards	Todd Hepworth
Jeff Fassett	Matthew Buelow
Brad Brooks	Erin Lamb
Brad Bowen	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
October 16, 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. Minutes/Meetings/Proclamations/Presentations:

- CA
1. Approve the Minutes of the Regular Board Meeting held October 16, 2023
 2. Sign the Minutes of the Regular Board Meeting held October 16, 2023
 3. Swearing in of Board Member Jeff Fassett – Kris Jones, City Clerk
 4. Announcement of the next Regular Board Meeting: Monday, December 18, 2023
 5. 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 October 31, 2023
2. Vouchers
3. Investments of Cash: – 10/01/2023-10/31/2023
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:

1. Approve and allow the Director to sign the System Conservation Implementation Agreement with UCRC for the Lease of Water for Exchange between PacifiCorp and BOPU upon SCPP Award, Attorney preparation, review, and approval. – *Brad Brooks*
2. Approve and allow the Director to sign the System Conservation Implementation Agreement with UCRC for the Lease of Water for Exchange between CAID and BOPU upon SCPP Award, Attorney preparation, review, and approval. – *Brad Brooks*
3. Approve and allow the Director to sign the Agreement for the Lease of Water for Exchange between PacifiCorp and BOPU upon SCPP Award, Attorney preparation, review, and approval. – *Brad Brooks*
4. Approve and allow the Director to sign the Agreement for the Lease of Water for Exchange between CAID and BOPU upon SCPP Award, Attorney preparation, review, and approval. – *Brad Brooks*
5. Approve request to move CSR 1, CSR 2 and Leads up one Grade Level from where the positions is currently at and give each staff member a 5% or minimum of the new range, whichever is more, pay increase, effective in December payroll. – *Brad Bowen*
6. Approve the Director to sign the security camera bid proposals from Skazpro Consulting for the Administration and O&M Parking lots in an estimated amount of \$27,100 and Crystal LOX in the estimated amount of \$34,900. – *Brad Bowen*
7. Approve Contract Amendment Number Four with Stantec Consulting Services Inc. for design and construction management on the Sherard Hydroelectric Generation Facility in the amount of \$37,975.48. – *Brett Davis*
8. Approve Change Order Number One with Cahoy Pump Service for the Bell Number 5 Well Rehabilitation Project in the amount of \$15,954.00. – *Casey Whitman*
9. Approve Change Order Number One with Cahoy Pump Service for Merritt #8 Well Rehabilitation Project in the amount of \$8,092.25. – *Casey Whitman*

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. Possible litigation
 - 2.
- B. Real Estate:
 - 1.
 - 2.
- C. Personnel Matters:
 - 1.
 - 2.