

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, November 20, 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:

Allan Cunningham, President	Kathy Kellner, Human Resources Manager
Keith Zabka, Secretary	Bryce Dorr, Capital Projects Supervisor
Mary Guthrie, Member	Casey Whitman, Source of Supply Supervisor
John Edwards, Member	Brett Davis, Capital Projects Engineer I
Jeff Fassett, Member	Erin Lamb, Administrative/Public Affairs
Brad Brooks, Director	Elizabeth Lance, Attorney, Lance & Hall
Brad Bowen, Administration Manager	Dr. Mark Rinne, Cheyenne City Council
Matt Buelow, Water Reclamation Manager	Kris Jones, City Clerk
Frank Strong, Eng. & Water Resources Manager	Jennifer Russell, DWSRF
Todd Hepworth, Operations & Maintenance Manager	Loren Eldridge-Looker, TriHydro

The regular board meeting for the Board of Public Utilities was called to order by Allan Cunningham, President, at approximately 3:00 p.m. Monday, November 20, 2023.

Mr. Cunningham noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Mr. Cunningham called for a motion to approve the items on CA. Mary Guthrie moved and John Edwards seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held October 16, 2023.

The Motion carried.

Jeff Fassett, incoming Board member was sworn in by Kris Jones, City Clerk.

Director Brooks announced the next regular board meeting scheduled for December 18, 2023.

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 October 31, 2023. A motion was made by Keith Zabka and seconded by Mary Guthrie approving the financial statements for month-end October 31, 2023, as presented. The Board members approved the vouchers presented for payment. There were no Investments of Cash for month-end October 31, 2023. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Allan Cunningham 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.

Director Brooks reported on and answered questions regarding request to approve the following:

- 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.
- 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.

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- The Director to sign the Agreement for the Lease of Water for Exchange between PacifiCorp and BOPU upon SSCP Award, Attorney preparation, review, and approval.
 - The Director to sign the Agreement for the Lease of Water for Exchange between CAID and BOPU upon SSCP Award, Attorney preparation, review, and approval.
- A motion was made, to approve all four agreements, by Mary Guthrie and seconded by Jeff Fassett to approve all four agreements as presented. The motion carried.

Mr. Bowen reported on and answered questions regarding a request to move CSR 1, CSR 2 and Leads up one Grade Level from where the positions are currently at and give each staff member a 5% or minimum of the new range, whichever is more, pay increase, effective in December payroll. A motion was made by Keith Zabka and seconded by John Edwards to approve a request to move CSR 1, CSR 2 and Leads up one Grade Level from where the positions are currently at and give each staff member a 5% or minimum of the new range, whichever is more, pay increase, effective in December payroll. The motion carried.

Mr. Bowen reported on and answered questions regarding a request to 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. A motion was made by John Edwards and seconded by Keith Zabka to 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. The motion carried.

Capital Projects Engineer I, Brett Davis, reported on and answered questions regarding a request to 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. A motion was made by Keith Zabka and seconded by Mary Guthrie to 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. The motion carried.

Source of Supply Supervisor, Casey Whitman, reported on and answered questions regarding the request to approve the following:

- Change Order Number One with Cahoy Pump Service for the Bell Number 5 Well Rehabilitation Project in the amount of \$15,954.00.
 - Change Order Number One with Cahoy Pump Service for Merritt #8 Well Rehabilitation Project in the amount of \$8,092.25.
- A motion was made, to approve both changes orders, by Mary Guthrie and seconded by John Edwards to approve both change orders 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.

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.

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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.

Mr. Whitman reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned into Executive Session at approximately 4:10 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