

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, December 18, 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:
November 20, 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. CA Minutes/Meetings/Proclamations/Presentations:
1. Approve the Minutes of the Regular Board Meeting held November 20, 2023
 2. Sign the Minutes of the Regular Board Meeting held November 20, 2023
 3. Announcement of the next Regular Board Meeting: **Tuesday**, January 16, 2024
 4. Announcement of Quarterly Employee Meeting: Thursday, January 18, 2024
 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 November 30, 2023
 2. Vouchers
 3. Investments of Cash: – 11/01/2023-11/30/2023
11/08/2023 \$3,000,000.00 WyoStar I Available cash
- 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:

- CA 1. Approve a Grant Agreement that was approved to form by BOPU’s attorney for an award of \$10,000 to BOPU for the Legacy Landscapes-Robert Burns Triangle Park Landscape Conversion project and authorize the Director to sign. – *Sarah Bargsten*
2. Approve the FY 2024 Vehicle Bids as presented, as well as approval of a budget transfer of \$55,000 from Capital Purchase Plant Equipment to Capital Purchase Motorized Equipment, and approval to dispose of the listed vehicles thru a public auction and/or sealed bid based on timing determined by Board staff. – *Todd Hepworth*
3. Approve and award the WR 11-23-AG TRAILER bid to Peterbilt of Wyoming in the amount of \$82,000.00 and associated budget transfer in the amount of \$16,516.58 from Sewer Capital Purchases Equipment Systems to Sewer Capital Purchases Dry Creek. – *Matt Buelow*
4. Approve position reclassification as presented. The Development Specialist job responsibility to be included and position changed to the Capital Project Engineer 1 and 2 position, description and pay level as presented, effective immediately. – *Frank Strong*
5. Approve the renewal of the Enterprise Agreement with Microsoft using Dell as the designated reseller for an additional 3-year term with the annual payment amount not to exceed 10% of the new contract amount of \$100,094.44. Also, approve associated budget transfers from accounts as presented, and authorize the Director to sign the associated Microsoft renewal documents, with review and approval by the Board’s attorney. – *James Cisco*

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.