

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 18, 2023
PAGE 1

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	Todd Hepworth, Operations & Maintenance Manager
Keith Zabka, Secretary	Kathy Kellner, Human Resources Manager
Mary Guthrie, Member	Bryce Dorr, Capital Projects Supervisor
Jeff Fassett, Member	James Cisco, Network & Systems Administrator
Brad Brooks, Director	Sarah Bargsten, Water Conservation Specialist
Matt Buelow, Water Reclamation Manager	Elizabeth Lance, Attorney, Lance & Hall
Clint Bassett, Water Treatment Manager	Brian Cole, Database Administrator
Frank Strong, Eng. & Water Resources Manager	

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, December 18, 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 Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held November 20, 2023.
- 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.

Director Brooks announced the next regular board meeting scheduled for Tuesday, January 16, 2024 and the quarterly employee meeting scheduled for January 18, 2024.

Director Brooks introduced attendees.

Director Brooks reported on and answered questions regarding the financial statements for the month ending November 30, 2023. A motion was made by Mary Guthrie and seconded by Keith Zabka approving the financial statements for month-end November 30, 2023, as presented. The Board members approved the vouchers presented for payment. There was one Investment of Cash for month-end November 30, 2023 in the amount of \$3,000,000.00 into the WyoStar I account. 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.

Operations and Maintenance Manager, Todd Hepworth, reported on and answered questions regarding a request to approve the FY 2024 Vehicle Bids as presented, as well as a budget transfer of \$55,000 from Capital Purchase Plant Equipment to Capital Purchase Motorized Equipment, and to dispose of the listed vehicles through a public auction and/or sealed bid based on timing determined by Board staff. A motion was made by Keith Zabka and seconded by Jeff Fassett to approve the FY 2024 Vehicle Bids as presented, as well as a budget transfer of \$55,000 from Capital Purchase Plant Equipment to Capital Purchase Motorized Equipment, and to dispose of the listed vehicles through a public auction and/or sealed bid based on timing determined by Board staff. The motion carried.

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 18, 2023
PAGE 2

Water Reclamation Manager, Matt Buelow, reported on and answered questions regarding a request to 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. A motion was made by Keith Zabka and seconded by Jeff Fassett to 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. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding a request to approve a 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. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve a 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. The motion carried.

Network and Systems Administrator, James Cisco, reported on and answered questions regarding request to 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. A motion was made by Keith Zabka and seconded by Jeff Fassett to 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. 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.

Director Brooks reported on and answered questions related to the Administration Division.

Mr. 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.

Mr. 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.

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 18, 2023
PAGE 3

The Board meeting adjourned into Executive Session at approximately 3:50 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 4:05 p.m.

The Board approved acknowledgement of conflict-of-interest letter from The Burron Firm, and to have the Board President sign the acknowledgement.

The Regular Board meeting adjourned at approximately 4:10 p.m.

Allan Cunningham, President

Keith Zabka, Secretary