

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****SUMMARY OF BOARD MEETING****
Monday, December 18, 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	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 Board approved by consent agenda:

- 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.

The Board approved the financial statements for month-end November 30, 2023, as presented. The Board approved the vouchers for payment.

The Board approved 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 thru a public auction and/or sealed bid based on timing determined by Board staff.

The Board approved and awarded 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 Board approved 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 Board approved 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 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 Burrton Firm, and to have the Board President sign the acknowledgement.

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

PRELIMINARY – UNDER IN-HOUSE REVIEW