

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Tuesday, January 16, 2024
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:
December 18, 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 December 18, 2023
 2. Sign the Minutes of the Regular Board Meeting held December 18, 2023
 3. Announcement of the next Regular Board Meeting: **Tuesday**, February 20, 2024
 4. Announcement of the Next Generation Landscaping Workshop: March 5, 2024
 5. Announcement of the 2024 Water Summit: March 14, 2024
 6. 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 December 31, 2023
 2. Vouchers
 3. Investments of Cash: – 12/01/2023-12/31/2023
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:

- CA 1. Approve chemical supplier agreement amendment with PVS DX Inc. for chlorine through March 31, 2024, at \$1.125 per pound. – *Clint Bassett*
- CA 2. Approve chemical supplier agreement with Chemtrade Chemicals for ferric sulfate through March 31, 2024, at \$0.195 per pound. – *Clint Bassett*
- CA 3. Approve chemical supplier agreement with Univar Solutions for soda ash through June 30, 2024, at \$0.21 per pound. – *Clint Bassett*
- 4. Approve a 3% cost of living adjustment for all employees effective beginning with the February 2024 payroll period and corresponding budget transfer as presented. – *Brad Bowen*

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. High Plains Research Station and Arboretum State Historic Site Presentation
- **Carly-Ann Carruthers**, *WY State Parks and Cultural Resources Planning and Grants Manager*
 - **Cristina Bird**, *WY State Parks and Cultural Resources District Manager, Laramie District*

5. EXECUTIVE SESSION

- A. Legal Matters:
- 1.
 - 2.
- B. Real Estate:
- 1.
 - 2.
- C. Personnel Matters:
- 1.
 - 2.