

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, January 16, 2024
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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	Frank Strong, Eng. & Water Resources Manager
Keith Zabka, Secretary	Todd Hepworth, Operations & Maintenance Manager
Mary Guthrie, Member	Kathy Kellner, Human Resources Manager
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Jeff Fassett, Member	Elizabeth Lance, Attorney, Lance & Hall
Brad Brooks, Director	Erin Lamb, Admin/Public Affairs Coordinator
Brad Bowen, Administration Manager	Jay Ligocki, Martin/Martin
Matt Buelow, Water Reclamation Manager	Carly-Ann Carruthers, WY State Parks
Clint Bassett, Water Treatment Manager	Cristina Bird, WY State Parks

The regular board meeting for the Board of Public Utilities was called to order by Allan Cunningham, President, at approximately 3:00 p.m. Tuesday, January 16, 2024.

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 December 18, 2023.
- Approve chemical supplier agreement amendment with PVS DX Inc. for chlorine through March 31, 2024, at \$1.125 per pound.
- Approve chemical supplier agreement with Chemtrade Chemicals for ferric sulfate through March 31, 2024, at \$0.195 per pound.
- Approve chemical supplier agreement with Univar Solutions for soda ash through June 30, 2024, at \$0.21 per pound.

Director Brooks announced the following:

- Regular board meeting scheduled for Tuesday, February 20, 2024
- Next Generation Landscaping Workshop scheduled for March 5, 2024
- 2024 Water Summit scheduled for March 14, 2024

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending December 31, 2023. A motion was made by John Edwards and seconded by Jeff Fassett approving the financial statements for month-end December 31, 2023, as presented. The Board members approved the vouchers presented for payment. There were no Investment of Cash for month-end December 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.

Mr. Bowen reported on and answered questions regarding a request to approve a 3% cost of living adjustment for all employees effective beginning with the February 2024 payroll period and corresponding budget transfer as presented. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve a 3% cost of living adjustment for all employees effective beginning with the February 2024 payroll period and corresponding budget transfer as presented. The motion carried.

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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.

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.

Water Treatment Manager, Clint Bassett, reported on and answered questions related to the Water Treatment Division.

Carly-Ann Carruthers and Cristina Bird from the Wyoming State Parks & Cultural resources presented on the High Plains Research Station and Arboretum State Historic Site.

The Regular Board meeting adjourned at approximately 4:30 p.m.

Allan Cunningham, President

Keith Zabka, Secretary