

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, February 20, 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	Mark Mercer, IT Supervisor
Brad Brooks, Director	Elizabeth Lance, Attorney, Lance & Hall
Brad Bowen, Administration Manager	Erin Lamb, Admin/Public Affairs Coordinator
Matt Buelow, Water Reclamation Manager	Derrik Thompson, TriHydro
Clint Bassett, Water Treatment Manager	Jill Pehl, attendee

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, February 20, 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 John Edwards seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held January 16, 2024.
- Final balancing change order, decreasing the contract amount by \$131,880.04 and release retainage to Mechanical Systems Inc. in the amount of 71,978.58 for the schedule C of the FY2023 Sewer Rehab project, subject to successful completion of W.S. 16-6-116 advertisement period.

Director Brooks announced the following:

- Next Generation Landscaping Workshop scheduled for March 5, 2024
- 2024 Water Summit scheduled for March 14, 2024
- Regular board meeting scheduled for Monday, March 18, 2024

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending January 31, 2024. A motion was made by Keith Zabka and seconded by John Edwards approving the financial statements for month-end January 31, 2024, as presented. The Board members approved the vouchers presented for payment. There were no Investment of Cash for month-end January 31, 2024. 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 new position titled Application Support Administrator to be placed at Grade Level 25 in non-exempt pay plan and to increase Board staffing by 1 FTE. Upon approval, this request will take place immediately. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve a new position titled Application Support Administrator to be placed at Grade Level 25 in non-exempt pay plan and to increase Board staffing by 1 FTE. Upon approval, this request will take place immediately. 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.

The Board meeting adjourned into Executive Session at approximately 3:55 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 4:45 p.m.

The Regular Board meeting adjourned at approximately 4:45 p.m.

Allan Cunningham, President

Keith Zabka, Secretary