

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Monday, May 20, 2024  
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building  
2<sup>nd</sup> 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:  
April 15, 2024 – Regular Meeting  
April 19, 2024 – Work Session  
April 29, 2024 – Special 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. Minutes/Meetings/Proclamations/Presentations:
- |    |   |
|----|---|
| CA | 1. Approve the Minutes of the Regular Board Meeting held April 15, 2024 |
| CA | 2. Approve the Minutes of the Work Session held April 19, 2024          |
| CA | 3. Approve the Minutes of the Special Board Meeting held April 29, 2024 |
|    | 4. Sign the Minutes of the Regular Board Meeting held April 15, 2024    |
|    | 5. Sign the Minutes of the Work Session held April 19, 2024             |
|    | 6. Sign the Minutes of the Special Board Meeting held April 29, 2024    |
|    | 7. Announcement of Regular Board Meeting: Monday, June 17, 2024         |
|    | 8. Introduction of Attendees at the Meeting                             |
- C. Comments from Mayor/City Council
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- D. Old Business:
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- E. Financials:
- Financial Statements as of Month-end April 30, 2024
  - Vouchers
  - Investments of Cash: – 04/01/2024-04/30/2024  
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 and authorize the Director to sign the Common Sewer Services Agreement with Gregory Asay (2716 Warren Ave) and Jesus E. Serrano-Hernandez (3941 Hynds Blvd), contingent on approval by the Board’s attorney. – *Frank Strong*
2. Approve a resolution authorizing submission of an application to the Wyoming State Loan and Investment Board for a loan from the Wyoming Drinking Water State Revolving fund for the hypochlorite generation project in the amount of \$4,000,000.00 and authorizing the director of the board of public utilities to execute the application and all related documents. – *Frank Strong*
3. Approve staff to discharge and extinguish the included accounts from accounts receivable in the amount of \$14,195.28 as presented. – *Brad Bowen*
4. Approve and authorize the director to sign a service contract with PVSDX Inc. for chlorine gas through June 30, 2024, at the price of \$1.19 per pound. – *Clint Bassett*
5. Approve the purchase of a storage container and authorize the Director to sign a memorandum of understanding with the Town of Encampment, pending attorney approvals, to place a storage container at the Encampment Water Treatment Facility. – *Clint Bassett*
6. Approve and authorize the director to submit a Warranty Deed, once prepared by BOPU Attorney, to the City of Cheyenne to change the owner name of parcel number R003391 to “City of Cheyenne City Clerk’s Office.” – *Clint Bassett*

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.

5. EXECUTIVE SESSION

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