

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, July 15, 2024
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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	Kathy Kellner, Human Resources Manager
Keith Zabka, Secretary	Casey Whitman, Source of Supply Supervisor
Mary Guthrie, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	David Cole, Capital Projects Engineer II
Jeff Fassett, Member	Brett Davis, Capital Projects Engineer
Brad Brooks, Director	Elizabeth Lance, Attorney, Lance & Hall
Brad Bowen, Administration Manager	Keith Burron, Attorney, The Burron Firm
Matt Buelow, Water Reclamation Manager	Erin Lamb, Admin/Public Affairs Coordinator
Todd Hepworth, Operations & Maintenance Manager	Dr. Mark Rinne, Cheyenne City Council

The regular board meeting for the Board of Public Utilities was called to order by Allan Cunningham, President, at approximately 3:00 p.m. Monday, July 15, 2024.

Mr. Cunningham noted the first item on the agenda was the consent agenda (CA) and asked if anyone requested 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 June 17, 2024.
- The Director to sign the Common Sewer Services Agreement with GRHH Performance Cheyenne LLC, Performance Charter School Cheyenne LLC, and XL Charter Development LLC (5200 Ridge Road) contingent on approval by the Board's attorney.
- The chemical supplier agreement amendment with PVS DX Inc for chlorine through December 31, 2024, at \$1.19 per pound.
- The chemical supplier agreement amendment with Airgas for liquid oxygen for a term of six months and a rate of \$0.773 per hundred cubic feet and delivery fee of \$85.91 per load.
- The chemical supplier agreement with Thatcher Company Inc. for soda ash through December 31, 2024, at \$0.2013 per pound.
- The director to sign the Interagency Agreement between the Wyoming Army National Guard, the Wyoming Department of State Parks and Cultural Resources, Historic Sites, and Trails, and the City of Cheyenne Board of Public Utilities for Firefighting Training and Operations at North Crow Reservoir pending attorney approval.

Director Brooks announced the next Regular Board Meeting is scheduled for August 19, 2024, at 3:00pm.

Director Brooks introduced the attendees.

City Councilman, Dr. Mark Rinne, addressed the Board.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending June 30, 2024. A motion was made by John Edwards and seconded by Jeff Fassett approving the financial statements for month-end June 30, 2024, as presented. The motion carried. The Board members approved the vouchers presented for payment. There were no investments of cash for the month ending June 30, 2024. 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.

PRELIMINARY – UNDER IN-HOUSE REVIEW

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Operations & Maintenance Manager, Todd Hepworth, reported on and answered questions regarding request to approve items listed as salvage items and authorize items to be auctioned or bid per Wyo. Stat. §15-1-112. In the case no bids for any item(s) are received the item(s) may be disposed of as salvage. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve items listed as salvage items and authorize items to be auctioned or bid per Wyo. Stat. §15-1-112. In the case no bids for any item(s) are received the item(s) may be disposed of as salvage. The motion carried.

Mr. Hepworth reported on and answered questions regarding request to approve and award the FY2025 Water Rehab Project Design to Inberg-Miller Engineers in the amount not to exceed \$210,355.00 and approve the Director to enter into a PSA pending approval of legal counsel of the PSA as to form. A motion was made by Keith Zabka and seconded by John Edwards to approve and award the FY2025 Water Rehab Project Design to Inberg-Miller Engineers in the amount not to exceed \$210,355.00 and approve the Director to enter into a PSA pending approval of legal counsel of the PSA as to form. The motion carried.

Mr. Hepworth reported on and answered questions regarding request to approve and award the FY2025 Sewer Rehab Project Design to Inberg-Miller Engineers in the amount not to exceed \$91,505.00 and approve the Director to enter into a PSA pending approval of legal counsel of the PSA as to form. A motion was made by John Edwards and seconded by Keith Zabka to approve and award the FY2025 Sewer Rehab Project Design to Inberg-Miller Engineers in the amount not to exceed \$91,505.00 and approve the Director to enter into a PSA pending approval of legal counsel of the PSA as to form. The motion carried.

Capital Project Engineer, Brett Davis, reported on and answered questions regarding request to approve release of retainage to P.E.I. Wyoming, LLC in the amount of \$123,913.95 for the Sherard Hydroelectric Generation Facility project, subject to the successful completion of W.S. 16-6-116 advertisement period. A motion was made by Mary Guthrie and seconded by Jeff Fassett to approve release of retainage to P.E.I. Wyoming, LLC in the amount of \$123,913.95 for the Sherard Hydroelectric Generation Facility project, subject to the successful completion of W.S. 16-6-116 advertisement period. The motion carried.

Director Brooks reported on and answered questions related to the Director's report.

Mr. Bowen reported on and answered questions related to the Administration Division.

Capital Projects Supervisor, Bryce Dorr, 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.

Mr. 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.

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Source of Supply Supervisor, Casey Whitman, reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned into Executive Session at approximately 4:15 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 4:50 p.m.

The Regular Board meeting adjourned at approximately 4:50 p.m.

Allan Cunningham, President

Keith Zabka, Secretary