

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*SUMMARY OF BOARD MEETING\*\***  
Monday, June 15, 2020  
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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 1<sup>st</sup> Floor Conference Room of the Timothy E. Wilson City of Cheyenne Board of Public Utilities' Administration/Engineering Building, 2416 Snyder Avenue, Cheyenne, Wyoming.

Present via Teleconference were:

Mary Guthrie, President	Kathy Kellner, Human Resource Manager
Matt Pope, Secretary	Ashley Miller, Administration Manager
Allan Cunningham, Member	Frank Strong, Operations and Maintenance Manager
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Brad Brooks, Director	David Cole, Capital Projects Engineer 2
Elizabeth Lance, Board Attorney	Lynn Butts, Accounting Supervisor
Bruce Hattig, Engineering/Water Resource Manager	Erin Lamb, Executive Admin. Assistant
Matt Buelow, Water Reclamation Manager	Dan Mummert, Trihydro Corp
Clint Bassett, Water Treatment Manager	Keith Zabka, Mechanical Systems Inc

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President at approximately 3:00 p.m. Monday, June 15, 2020.

Ms. Guthrie noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Ms. Guthrie declared approval of consent agenda items, as presented, which included:

- The minutes of the regular board meeting held May 18, 2020.
- The minutes of the Special board meeting held May 22, 2020.
- Director to execute two (2) information sharing agreements with Summit Engineering, LLC and Gateway Construction, LLC.
- Award for Material Acquisition: Filter 6 Media project to CarbonFilt LLC.
- Contract to renew Employee Assistance Program with Aetna.

Ms. Guthrie asked Director Brad Brooks to announce upcoming meetings. The monthly Board Meeting for July will be held Monday, July 20, 2020. Director Brooks Announced the upcoming Employee Summer Picnic on July 9, 2020 at Lions Park. Director Brooks announced additional teleconference attendees.

There was no old business.

Administration Manager, Ashley Miller, reported on and answered questions regarding the financial statements for the month ending May 31, 2020.

Presented to the Board for review and approval was the following list of vouchers:

05/29/2020	652,907.01	Vouchers, Garbage Collections
05/29/2020	521,633.81	Payroll
06/15/2020	278,035.67	Vouchers, Garbage Collections
06/15/2020	1,771,885.30	Vouchers, Garbage Collections

A motion was made by Allan Cunningham and seconded by Matt Pope approving the financial statements for month-end May 31, 2020 as presented, the vouchers for payment, and the Investments of Cash. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Marian Orr, Board President Mary Guthrie and Administration Manager Ashley Miller, 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.

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Water Treatment Manager, Clint Bassett reported on and answered questions regarding the request for approval for the rejection of all four bids for the Sherard Hydroelectric Generation Facility Project and implementation of the plan presented to continue developing the project. A motion was made by John Edwards and seconded by Matt Pope to approve the rejection of all four bids and implementation of the plan presented to continue developing the project. The motion carried.

Operations and Maintenance Manager, Frank Strong, reported on and answered questions regarding approval of award for FY2021 Water Rehab and North Pressure Zone Interconnect and Expansion Project Design to AVI, PC and approval of associated budget transfer. A motion was made by Allan Cunningham and seconded by John Edwards to approve the award for FY2021 Water Rehab and North Pressure Zone Interconnect and Expansion Project Design to AVI, PC and associated budget transfer. The motion carried.

Ms. Miller reported on releases 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.

Ms. Miller reported on and answered questions related to the Administration Division and the Water Conservation and Public Relations report.

Engineering & Water Resources Manager, Bruce Hattig, reported on and answered questions related to the Engineering and Water Resource Division.

Human Resource Manager, Kathy Kellner reported on and answered questions regarding Human Resources.

Mr. Strong 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.

Mr. Bassett reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned at approximately 3:30 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary