

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
\*\*BOARD MEETING MINUTES\*\*  
Monday, July 20, 2020  
PAGE 1

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	Ashley Miller, Administration Manager
Matt Pope, Secretary	Frank Strong, Operations and Maintenance Manager
Allan Cunningham, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Dena Egenhoff, Water Conservation/PR Specialist
Brad Brooks, Director	Lynn Butts, Accounting Supervisor
Elizabeth Lance, Board Attorney	Erin Lamb, Executive Admin. Assistant
Bruce Hattig, Engineering/Water Resource Manager	Dan Mummert, Trihydro Corp
Matt Buelow, Water Reclamation Manager	Keith Zabka, Mechanical Systems Inc
Clint Bassett, Water Treatment Manager	Jordan Evans, CLC GIS
Kathy Kellner, Human Resource Manager	

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, July 20, 2020.

Ms. Guthrie noted the first item on the agenda was the consent agenda (CA) and called for a motion to approve the items on the CA. Allan Cunningham moved and Matthew Pope seconded approval of the items on the CA as presented including:

- The minutes of the regular board meeting held June 15, 2020.
- Amendment to City Contract No. 4389 for Risk Management Administrative Services.
- Director to execute one (1) information sharing agreement with Cheyenne LEADS.

Ms. Guthrie asked Director Brad Brooks to announce upcoming meetings. The monthly Board Meeting for August will be held Monday, August 17, 2020. 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 June 30, 2020.

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

6/30/2020	\$721,532.98	Vouchers, Garbage Collections
6/30/2020	594,194.28	Payroll
7/15/2020	369,542.16	Vouchers, Garbage Collections
7/15/2020	1,205,455.65	Vouchers, Garbage Collections

A motion was made by John Edwards and seconded by Allan Cunningham approving the financial statements for month-end June 30, 2020 as presented and the vouchers for payment. There were no Investments of Cash for month end June 30, 2020. 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.

Operations and Maintenance Manager, Frank Strong, reported on and answered questions regarding approval for the City's acceptance of the Prairie Avenue and Frontier Mall Drive Intersection Improvements Project bid from Simon Contractors in the amount of \$203,751.40, contingent on City Council approval. A motion was made by Allan Cunningham and seconded by John Edwards to approve the award for the City's acceptance of the

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
BOARD MEETING MINUTES  
MONDAY, June 15, 2020  
PAGE 2

Prairie Avenue and Frontier Mall Drive Intersection Improvements Project bid from Simon Contractors as presented. The motion carried.

Engineering and Water Resource Manager, Bruce Hattig, reported on and answered questions regarding approval of the Director to sign the CLCGISC MOU providing the BOPU with access to the ESRI software and support through January 2024 at the tiered costs provided. A motion was made by Matthew Pope and seconded by John Edwards to approve the Director to sign the CLCGISC MOU. The motion carried.

Ms. Miller reported on and answered questions regarding approval of the Candidate Interview Relocation Expense & Reimbursement Policy. A motion was made by John Edwards and seconded by Allan Cunningham to approve the Candidate Interview Relocation Expense & Reimbursement Policy. 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.

Water Conservation and Public Relations Specialist, Dena Egenhoff, reported on and answered questions regarding water conservation efforts and public relations.

Mr. 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.

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 3:45 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.).

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

---

Mary B. Guthrie, President

---

Matthew Pope, Secretary

**PRELIMINARY – UNDER IN-HOUSE REVIEW**