

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, August 17, 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	Ashley Miller, Administration Manager
Keith Zabka, Member	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	Skylor Wade, Wenck & Associates
Clint Bassett, Water Treatment Manager	Scott Norsen, SJT, LLC

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, August 17, 2020.

Ms. Guthrie requested the minutes reflect all board members in attendance with the exception of Matthew Pope.

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. Keith Zabka moved and John Edwards seconded approval of the items on the CA as presented including:

- The minutes of the regular board meeting held July 20, 2020.
- Director to execute one (1) information sharing agreement with Wood Environment and Infrastructure Solutions, Inc.
- Director to execute Outside User Water and Sewer Services Agreement with SJT, LLC.
- Director to sign the Common Water and Sewer Service Agreement with Pouppirt Properties, LLC.

Ms. Guthrie asked Director Brad Brooks to announce upcoming meetings. The monthly Board Meeting for September will be held Monday, September 21, 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 July 31, 2020.

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

7/31/2020	\$2,116,738.74	Vouchers, Garbage Collections
7/31/2020	548,460.55	Payroll
8/17/2020	974,167.48	Vouchers, Garbage Collections
8/17/2020	2,141,871.43	Vouchers

A motion was made by Allan Cunningham and seconded by John Edwards approving the financial statements for month-end July 31, 2020 as presented and the vouchers for payment. There were no Investments of Cash for month end July 31, 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.

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Ms. Miller reported on and answered questions regarding approval of BOPU Resolution 2020-08 re-appropriating funds for the Fiscal Year 2021 for the Water and Sewer Enterprise fund budget. A motion was made by Keith Zabka and seconded by John Edwards to approve BOPU Resolution 2020-08 as presented. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding the request for approval to award the service contract for chlorine scrubber maintenance and recharge to Integrity Municipal Systems for the base bid amount of \$34,850. A motion was made by John Edwards and seconded by Allan Cunningham to approve the award for service contract for chlorine scrubber maintenance and recharge to Integrity Municipal Systems. The motion carried.

Mr. Bassett reported on and answered questions regarding the request for approval to submit a request to the Wyoming State Loan and Investment Board to amend Drinking Water State Revolving Loan #133 from \$4.9 million to \$7.4 million for the City of Cheyenne Hydroelectric Generation Facility Project. A motion was made by Allan Cunningham and seconded by John Edwards to approve submission of a request to the Wyoming State Loan and Investment Board to amend Drinking Water State Revolving Loan #133 for the City of Cheyenne Hydroelectric Generation Facility Project as presented. 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.

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

Operations and Maintenance Manager, Frank 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 into Executive Session at approximately 3:40 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 3:45 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary

**PRELIMINARY – UNDER IN-HOUSE REVIEW**