

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, September 21, 2020
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The Board of Public Utilities of the City of Cheyenne, Wyoming assembled this day at 3:00 p.m. South Lions Park Picnic Shelter, Cheyenne, Wyoming.

Present were:

Mary Guthrie, President	Frank Strong, Operations and Maintenance Manager
Matthew Pope, Secretary	Kathy Kellner, Human Resources Manager
Keith Zabka, Member	Bryce Dorr, Capital Projects Supervisor
Allan Cunningham, Member	Dena Egenhoff, Water Conservation/PR Specialist
Brad Brooks, Director	Jason Land, Safety/Security Officer
Bruce Hattig, Engineering/Water Resource Manager	Lynn Butts, Accounting Supervisor
Matt Buelow, Water Reclamation Manager	Erin Lamb, Executive Admin. Assistant
Elizabeth Lance, Board Attorney (Teleconference)	Phil Stump, HDR
Clint Bassett, Water Treatment Manager	Darin Westby, WY State Parks/Cultural Resources
Ashley Miller, Administration Manager	Misha Westby, Wyoming Attorney General Office

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, September 21, 2020.

Ms. Guthrie requested the minutes reflect all board members in attendance with the exception of John Edwards.

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 all consent agenda items, as presented, including:

- The minutes of the regular board meeting held August 17, 2020.
- Items presented to be listed as salvage and allow item to be auctioned or bid per Wyo. Stat. §15-1-112.
- Award to Veris Environmental for the Dry Creek Water Reclamation Plant Digester Cleanout Project.
- Director to sign the Contract between Wyoming Department of Health and the City of Cheyenne Board of Public Utilities.
- Resolution authorizing the Director to execute all related documents for the submittal 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.
- Director to enter into a memorandum of understanding with the US Forest Service Medicine Bow-Route National Forests and Thunder Basin Nation Grassland to cooperatively manage vegetations within and near Cheyenne's watersheds.
- Director to enter into a memorandum of understanding with the Wyoming State Forestry Division to implement Good Neighbor Authority Projects within and near the Board watersheds on the Medicine Bow National Forest.
- Deductive change order with Aztec Construction and release of retainage to Aztec Construction for the 2019 Water Rehabilitation Project.

Director Brooks reported on and answered questions regarding a request for approval to enter into a memorandum of understanding with the Wyoming Department of State Parks and Cultural Resources to conduct cheat grass assessment, mitigation, and restoration in Curt Gowdy State Park. A motion was made by Keith Zabka and seconded by Matthew Pope to approve entering into a memorandum of understand with the Wyoming Department of State Parks and Cultural Resources. The motion carried.

Ms. Guthrie asked Director Brad Brooks to announce upcoming meetings. The monthly Board Meeting for October will be held Monday, October 19, 2020. Director Brooks announced additional attendees.

There was no old business.

PRELIMINARY – UNDER IN-HOUSE REVIEW

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

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

8/31/2020	\$ 67,936.53	Utilities and Refunds
8/31/2020	957,930.35	Loan Payments
8/31/2020	545,370.47	Payroll
9/21/2020	1,718,637.13	Vouchers & Garbage Collections
9/21/2020	530,287.80	Vouchers

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

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.

Human Resources Manager, Kathy Kellner, reported on and answered questions related to the Human Resources 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.

Water Treatment Manager, Clint Bassett, reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned at approximately 3:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary

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