

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, October 19, 2020
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building
1st Floor Conference Room, 2416 Snyder Avenue, Cheyenne, Wyoming
3:00 p.m.

IN ATTENDANCE:

Mary Guthrie	Matt Buelow
Matthew Pope	Bruce Hattig
John Edwards	Kathy Kellner
Allan Cunningham	Ashley Miller
Keith Zabka	Frank Strong
Brad Brooks	Dena Egenhoff
Clint Bassett	Erin Lamb
	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
September 21, 2020 — Regular Meeting
September 30, 2020 – Special Board Meeting
Voucher List for Approval
Financial and Supplementary
Statement

1. ITEMS REQUIRING BOARD ACTION

A. CONSENT AGENDA: (All agenda items listed with the designation of CA are considered to be routine items by the Board of Public Utilities and will be enacted by one motion. The design of the Consent Agenda is that there will be no separate discussion on these items unless a member of the board so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

B. Minutes/Meetings/Proclamations/Presentations:

- | | |
|----|--|
| CA | 1. Approve the Minutes of the Regular Board Meeting held September 21, 2020 |
| CA | 2. Approve the Minutes of the Special Board Meeting held September 30, 2020 |
| | 3. Sign the Minutes of the Regular Board Meeting held September 21, 2020 |
| | 4. Sign the Minutes of the Special Board Meeting held September 30, 2020 |
| | 5. Announcement of Upcoming Monthly Board Meeting: Monday, November 16, 2020 |
| | 6. Introduction of Attendees at the Meeting |
| | 7. Presentation by MHP on FY2020 Audit |

C. Comments from Mayor/City Council

1.

D. Old Business:

1.

E. Financials:

1. Financial Statements as of Month-end September 30, 2020
2. Vouchers:

9/30/2020	\$ 12,874.25	Utilities and Refunds
9/30/2020	560,068.27	Payroll
10/19/2020	2,116,830.90	Vouchers
3. Investments of Cash: – 09/01/2020-09/30/2020
None

Staff's recommendation is to accept the financial statements as presented and to approve vouchers (included in the Board packet and if necessary distributed via email prior to the Board meeting) and investments of cash.

F. Request Board Action – Approval and Awards:

- CA 1. Approve the Director to execute Outside User Water and Sewer Services Agreement with Tri-State Generation and Transmission Association, Inc., Lot 4, Block 10, North Range Business Park, Third Filing, subject to review and approval by the Governing Body of the City of Cheyenne.

- CA 2. Approve award of service contract for janitorial services at the water treatment plant to Jess' Janitorial Services plus additional services as quoted and requested by the water treatment division manager.

- 3. Approve the award of the design and construction administration services to Trihydro in the amount of \$1,375,240, subject to WWDC and DWSRF staff approval.

2. PROJECTS (Informational items only)

- A. Release of Retainage Status – Ashley Miller, Administration Manager

- B. Report on Agreements, Contracts, Easements, Assignments, Licenses, Etc. – Ashley Miller, Administration Manager

3. REPORTS (Informational items only)

- A. Director
 - 1. Report
 - 2.

- B. Administration
 - 1. Manager's Report
 - 2. Water Conservation/PR Report

- C. Engineering
 - 1. Manager's Report
 - 2.

- D. Human Resources
 - 1. Manager's Report
 - 2.

- E. Operations & Maintenance
 - 1. Manager's Report
 - 2.

- F. Water Reclamation
 - 1. Manager's Report
 - 2.

- G. Water Treatment
 - 1. Manager's Report
 - 2.

4. OTHER BUSINESS

A.

5. EXECUTIVE SESSION

- A. Legal Matters:
 - 1.
 - 2.
 - 3.

- B. Real Estate:
 - 1.
 - 2.

- C. Personnel Matters:
 - 1.
 - 2.