

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, October 19, 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 1st Floor Conference Room of the Timothy E. Wilson Board of Public Utilities' Administration/Engineering Building, 2416 Snyder Avenue, Cheyenne, Wyoming.

Present via Teleconference were:

Mary Guthrie, President	Frank Strong, Operations and Maintenance Manager
Matthew Pope, Secretary	Kathy Kellner, Human Resources Manager
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Keith Zabka, Member	Dena Egenhoff, Water Conservation/PR Specialist
Allan Cunningham, Member	Lynn Butts, Accounting Supervisor
Brad Brooks, Director	Stephanie Pickering, MHP
Elizabeth Lance, Board Attorney	Keegan Hall, MHP
Bruce Hattig, Engineering/Water Resource Manager	Michelle Albert, Tri-State Generation/Transmission
Matt Buelow, Water Reclamation Manager	Derrick Thompson, Trihydro
Clint Bassett, Water Treatment Manager	Dan Mummert, Trihydro
Ashley Miller, Administration 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, October 19, 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 called for a motion to approve the items on the CA. Keith Zabka moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the regular board meeting held September 21, 2020.
- The minutes of the special board meeting held September 30, 2020.
- 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.
- The 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.

The motion carried.

Ms. Guthrie asked Director Brad Brooks to announce upcoming meetings. The monthly Board Meeting for November will be held Monday, November 16, 2020. Director Brooks announced cancellation of the Fall Work Session, scheduled for October 21, 2020. Director Brooks requested Administration Manager, Ashley Miller, introduce additional attendees.

Stephanie Pickering from McGee, Hearne & Paiz (MHP) presented on and answered questions regarding the FY2020 Audit.

Matthew Pope, Secretary, joined the meeting.

Ms. Guthrie requested a motion to approve the audit as presented. Keith Zabka moved and John Edwards seconded approval of the FY2020 Audit. The motion carried.

There was no old business.

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending September 30, 2020.

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Presented to the Board for review and approval was the following list of 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
10/19/2020	1,002,402.33	Vouchers

A motion was made by John Edwards and seconded by Allan Cunningham approving the financial statements for month-end September 30, 2020 as presented and the vouchers for payment. There were no Investments of Cash for month end September 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 the request for approval of 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. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve the award of the design and construction administration services to Trihydro. 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.

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

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 at approximately 4:15 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary

PRELIMINARY – UNDER IN-HOUSE REVIEW