

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, November 16, 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	Kathy Kellner, Human Resources Manager
John Edwards, Member	Elizabeth Lance, Board Attorney
Keith Zabka, Member	Bryce Dorr, Capital Projects Supervisor
Allan Cunningham, Member	Dena Egenhoff, Water Conservation/PR Specialist
Brad Brooks, Director	Lynn Butts, Accounting Supervisor
Matt Buelow, Water Reclamation Manager	Erin Lamb, Executive Admin. Assistant
Clint Bassett, Water Treatment Manager	Alane West, Northgate Developers LLC
Ashley Miller, Administration Manager	
Frank Strong, Operations and Maintenance 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, November 16, 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. John Edwards moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held October 19, 2020.
- Purchase of replacement vehicles. Waive exceptions and authorize award to Spradley Barr for one (1) 2021 F150 and reducing size of the BOPU Fleet by one (1).
- The Director to execute two (2) information sharing agreements with Inberg-Miller Engineers and the Wyoming Department of Environmental Quality.
- The Director to sign the Landscape Easement and Memorandum of Understanding with Northgate Developers, LLC.

The motion carried.

Ms. Guthrie asked Director Brad Brooks to announce upcoming meetings. The monthly Board Meeting for December will be held Monday, December 21, 2020. Director Brooks requested Administration Manager, Ashley Miller, introduce additional attendees.

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending October 31, 2020.

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

10/30/2020	\$ 775,434.59	Utilities and Refunds
10/30/2020	546,259.63	Payroll
11/16/2020	878,299.51	Vouchers
11/16/2020	2,479,049.75	Vouchers

A motion was made by Allan Cunningham and seconded by Keith Zabka approving the financial statements for month-end October 31, 2020 as presented, the vouchers for payment, and the investments of Cash for month end October 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.

PRELIMINARY – UNDER IN-HOUSE REVIEW

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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.

Capital Projects Supervisor, Bryce Dorr, reported on and answered questions related to the Engineering and Water Resource Division.

Water Reclamation Manager, Matt Buelow, reported on and answered questions related to the Water Reclamation Division.

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

Operations & Maintenance Manager, Frank Strong, reported on and answered questions related to the Operations and Maintenance Division.

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

The Board meeting adjourned at approximately 3:40 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary