

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, December 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. in the 1<sup>st</sup> 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          |
| Matthew Pope, Secretary                          | Elizabeth Lance, Board Attorney                 |
| 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                            | Mark Mercer, IT Supervisor                      |
| Matt Buelow, Water Reclamation Manager           | Erin Lamb, Executive Administrative Assistant   |
| Clint Bassett, Water Treatment Manager           |   |
| 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, December 21, 2020.

Ms. Guthrie requested Matthew Pope, Secretary, conduct the meeting.

Mr. Pope noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Mr. Pope called for a motion to approve the items on the CA. John Edwards moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held November 16, 2020.
- The Director to sign, representing the City of Cheyenne BOPU, as a member entity of the Amended and Restated Joint Power Agreement for the WARM Property Insurance Joint Powers Board, dated October 29, 2020.
- The deductive change order with MSI in the amount of \$129,550.25 for the 2019 Water Rehabilitation Project.

It was noted that Keith Zabka recused himself from voting on CA items.

The motion carried.

Mr. Pope asked if anyone was in attendance from the City Council. Director Brad Brooks noted there was not and announced upcoming meetings. The monthly Board Meeting for January will be held Tuesday, January 19, 2021. Director Brooks also announced the upcoming virtual Goals & Planning Meeting scheduled for March 4, 2021. Director Brooks requested Administration Manager, Ashley Miller, introduce attendees.

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

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

|            |                 |                       |
|------------|-----------------|-----------------------|
| 11/30/2020 | \$ 1,354,361.49 | Utilities and Refunds |
| 11/30/2020 | 429,366.88      | Payroll               |
| 12/21/2020 | 8,260.56        | Card Services         |
| 12/21/2020 | 870,382.11      | Vouchers              |
| 12/21/2020 | 358,440.47      | Vouchers              |

A motion was made by Mary Guthrie and seconded by Keith Zabka approving the financial statements for month-end November 30, 2020 as presented and the vouchers for payment. There were no investments of cash for month end November 30, 2020. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Marian Orr,

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

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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.

Director Brooks reported on and answered questions regarding request for approval of the Director to sign the Updated Engagement Letter and Fee Structure for Board legal services and counsel with Lance & Hall Attorneys at Law dated November 10, 2020. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve the Director to sign the updated Engagement Letter and Fee Structure for Board legal services. The motion carried.

Director Brooks reported on and answered questions regarding the request for approval of a one-time \$500 Appreciation Bonus for all current, permanent and part-time employees to be paid in the December 31, 2020 paycheck along with associated budget transfers. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the one-time \$500 Appreciation Bonus and associated budget transfers. The motion carried.

Ms. Miller reported on and answered questions regarding approval request for the renewal of the Enterprise Agreement with Microsoft using Dell as the designated reseller for an additional 3-year term and authorize the Director to sign the associated Microsoft renewal. A motion was made by Keith Zabka and seconded by John Edwards to approve the renewal of the Enterprise Agreement with Microsoft using Dell as the designated reseller for an additional 3-year term. The motion carried.

Director Brooks reported on and answered questions regarding approval request for the Director to execute the Engagement Letter for the City of Cheyenne BOPU Water Matters with The Burrton Firm, P.C. A motion was made by John Edwards and seconded by Allan Cunningham to approve the Director to execute the Engagement Letter for the City of Cheyenne BOPU Water Matters with The Burrton Firm, P.C. The motion carried.

Capital Projects Supervisor, Bryce Dorr, reported on and answered questions regarding request for approval of, pending submittal approval, assignment of the Screw Press Purchase Agreement with Huber Technology from BOPU to RN Civil Construction. Award of the Screw Press Installation Contract to RN Civil Construction in the amount of \$1,779,452 for the screw press installation and remaining value of the Screw Press Purchase Agreement for the Dewatering Improvements Project. If submittals are not approved on December 16, the same approvals above are needed. In addition, Staff will execute Change Order 02 against the Screw Press Purchase Agreement such that BOPU will retain the duties, rights, and obligations related to the review, approval, and payment of submittals when the agreement is assigned to RN Civil Construction. A motion was made by Keith Zabka and seconded by Mary Guthrie to approve 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.

Operations & Maintenance Manager, Frank Strong, and Mr. Dorr reported on and answered questions related to the Engineering and Water Resources Division.

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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 into Executive Session at approximately 4:15pm to discuss personnel matters under Wyoming State Statutes W.S. 16-4-405 (a) (ii) (Consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session the governing body may deliberate on its decision in executive sessions.)

Following Executive Session, it was noted that no action was taken.

The Board meeting adjourned at approximately 4:20pm.

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Mary B. Guthrie, President

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Matthew Pope, Secretary