

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****SUMMARY OF BOARD MEETING****
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 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:

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| Mary Guthrie, President | Frank Strong, Operations and Maintenance Manager |
| Matthew Pope, Secretary | 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 | Mark Mercer, IT Supervisor |
| Clint Bassett, Water Treatment Manager | Erin Lamb, Executive Administrative Assistant |
| Ashley Miller, Administration Manager | |

The Board approved by consent agenda:

- 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.

The Board approved the financial statements for month-end November 30, 2020 as presented. The Board approved the vouchers for payment.

The Board approved 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.

The Board approved 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.

The Board approved 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.

The Board approved the Director to execute the Engagement Letter for the City of Cheyenne BOPU Water Matters with The Burron Firm, P.C.

The Board approved, 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.

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

PRELIMINARY – UNDER IN-HOUSE REVIEW

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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.