

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Tuesday, January 19, 2021
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	Kathy Kellner
John Edwards	Ashley Miller
Allan Cunningham	Frank Strong
Keith Zabka	Erin Lamb
Brad Brooks	Elizabeth Lance
Clint Bassett	

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:
December 21, 2020 — Regular 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 December 21, 2020
2. Sign the Minutes of the Regular Board Meeting held December 21, 2020
3. Announcement of Upcoming Monthly Board Meeting: **Tuesday**, February 16, 2021
4. Introduction of Attendees at the Meeting

C. Comments from Mayor/City Council

1.

D. Old Business:

1.

E. Financials:

1. Financial Statements as of Month-end December 31, 2020
2. Vouchers:

12/31/2020	\$ 1,594,105.37	Utilities and Refunds
12/31/2020	609,999.56	Payroll
01/19/2021	9,553.33	Card Services
01/19/2021	325,990.22	Vouchers
3. Investments of Cash: – 12/01/2020-12/31/2020
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. Approval of release of retainage to Mechanical Systems, Inc. for the 2019 Sewer Rehabilitation Project, subject to the successful completion of W.S. 16-6-116 advertisement period.

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.
- 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. Personnel Discussion
- 2.