

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, January 19, 2021
PAGE 1

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, Engineering & Water Resource 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	Lynn Butts, Accounting Supervisor
Brad Brooks, Director	Erin Lamb, Executive Administrative Assistant
Matt Buelow, Water Reclamation Manager	Mayor Patrick Collins, City of Cheyenne
Clint Bassett, Water Treatment Manager	Derrick Thompson, 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. Tuesday, January 19, 2021.

Ms. Guthrie noted that all Board Members and Staff were present. 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. Matthew Pope moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held December 21, 2020.
- 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.

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

The motion carried.

Ms. Guthrie asked if anyone was in attendance from the City Staff. Director Brad Brooks introduced Mayor Patrick Collins.

Mayor Collins addressed the Board.

Director Brooks announced upcoming meetings. The monthly Board Meeting for February will be held Tuesday, February 16, 2021.

Ashley Miller, Administration Manager, introduced attendees.

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

Presented to the Board for review and approval was the following list of 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
01/19/2021	1,072,034.46	Vouchers

A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end December 31, 2020 as presented and the vouchers for payment. There were no investments of cash for month end December 31, 2020. The motion

PRELIMINARY – UNDER IN-HOUSE REVIEW

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PAGE 2

carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, 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.

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.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions related to the Engineering and Water Resources 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 into Executive Session at approximately 3:30pm 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.)

President Guthrie called for a motion to adjourn Executive Session and return to Regular Session. John Edwards moved to adjourn Executive Session and Allan Cunningham seconded. The motion carried.

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

The Board meeting adjourned at approximately 3:45 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary