

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
MONDAY, MARCH 15, 2021
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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 Electronic Conference were:

Mary Guthrie, President	Doug Calhoun, Operations & Maintenance Manager
John Edwards, Member	Kathy Kellner, Human Resources Manager
Keith Zabka, Member	Elizabeth Lance, Board Attorney
Allan Cunningham, Member	Bryce Dorr, Capital Projects Supervisor
Brad Brooks, Director	David Cole, Capital Projects Engineer 2
Matt Buelow, Water Reclamation Manager	Erin Lamb, Administrative/Public Affairs
Clint Bassett, Water Treatment Manager	Representatives from US Gold Corp
Ashley Miller, Administration Manager	Various Public Attendees
Frank Strong, Engineering & Water Resource 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, March 15, 2021.

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. Keith Zabka moved and Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held February 16, 2021.
- Release of Retainage to HDR for the 2019 Sewer Rehab project.

The motion carried.

Director Brooks announced upcoming meetings. The upcoming Quarterly Employee meeting will be held April 15 at 7:30am at the Kiwanis Community House. The next monthly Board Meeting will be held April 19 at 3pm either via zoom or in person. The upcoming Board Budget workshop meeting is scheduled for April 5 at 3pm and the Council Budget workshop meetings are tentatively schedule for April 14-15 at 12pm. A Special Board meeting is schedule for April 26 at 3pm.

Administrative & Public Affairs Coordinator, Erin Lamb, introduced attendees.

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending February 28, 2021.

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

02/26/2021	\$ 619,195.00	Utilities and Refunds
02/26/2021	551,016.14	Payroll
03/15/2021	161,967.64	Vouchers
03/15/2021	10,655.69	Card Services
03/15/2021	1,183,592.99	Vouchers

A motion was made by Keith Zabka and seconded by Allan Cunningham approving the financial statements for month-end February 28, 2021 as presented and the vouchers for payment. There were no investments of cash for month end February 28, 2021. The motion 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.

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It was noted that Keith Zabka recused himself from discussion and voting with regards to request for approval of Schedules 1, 2, and 3 for the FY20 Sewer Rehab project re-bid. Keith Zabka was removed from the electronic conference meeting for discussion and vote.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to approve and award Schedules 1, 2, and 3 for the FY20 Sewer Rehab project re-bid for the combined total of \$1,980,258.05. A motion was made by Allan Cunningham and seconded by John Edwards to approve and award Schedules 1, 2, and 3 for the FY20 Sewer Rehab project re-bid for the combined total of \$1,980,258.05. The motion carried.

Keith Zabka was returned to the electronic conferencing meeting.

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.

Mr. Strong reported on and answered questions related to the Engineering and Water Resources Division.

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

Operations and Maintenance Division Manager, Doug Calhoun, reported on and answered questions related to the Operations and Maintenance Division.

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

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

Representatives from US Gold Corp presented on and answered questions regarding the gold mining project west of Cheyenne.

The Board meeting adjourned into Executive Session at approximately 4:25 p.m. to discuss possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) (Matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.). No action was taken during Executive Session.

The Board meeting adjourned at approximately 4:50 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary