

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, April 19, 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	Elizabeth Lance, Board Attorney
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Keith Zabka, Member	Lynn Butts, Accounting Supervisor
Allan Cunningham, Member	Erin Lamb, Administrative/Public Affairs
Brad Brooks, Director	Derrick Thompson, TriHydro
Matt Buelow, Water Reclamation Manager	Todd Halin, TriHydro
Clint Bassett, Water Treatment Manager	Representatives from US Gold Corp
Ashley Miller, Administration Manager	Tom Smith
Frank Strong, Engineering & Water Resource Manager	Andrew Lynch
Doug Calhoun, Operations & Maintenance Manager	Parker Coit
Kathy Kellner, Human Resources 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, April 19, 2021.

Ms. Guthrie noted all Board Members 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. Keith Zabka moved and Matt Pope seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held March 15, 2021.
- The minutes of the FY2022 Budget Workshop held April 5, 2021.
- 2021 Summer Water Schedule.
- Amendment five to the PSA with NOVO benefits and for the Director to sign the agreement.
- BOPU Purchase Policies: (1) Conflict of Interest/Gratuities and (2) Business Conduct.

The motion carried.

Director Brooks announced upcoming meetings. The upcoming Special Board meeting is scheduled for April 26 at 3pm. The next monthly Board meeting is scheduled for May 17, 2021 at 3pm.

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending March 31, 2021.

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

03/31/2021	\$ 805,963.44	Utilities and Refunds
03/31/2021	557,514.58	Payroll
04/19/2021	275,195.42	Vouchers
04/19/2021	14,269.61	Card Services
04/19/2021	1,166,194.39	Vouchers

A motion was made by John Edwards and seconded by Keith Zabka approving the financial statements for month-end March 31, 2021 as presented and the vouchers for payment. There were no investments of cash for month end March 31, 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.

PRELIMINARY – UNDER IN-HOUSE REVIEW

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Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to approve a contract amendment with AVI for the Construction Management Services for the Water and Sewer Improvements as part of the Capitol Basin 26th Street Storm Sewer Extension project. Also, approve a contract with PEI of Wyoming for the construction of the Water and Sewer Improvements as part of the Capitol Basin 26th Street Storm Sewer Extension project. Additionally, approve the associated budget transfers as presented. A motion was made by Matt Pope and seconded by Allan Cunningham to approve and award a contract amendment with AVI for the Construction Management Services for the Water and Sewer Improvements as part of the Capitol Basin 26th Street Storm Sewer Extension project. Also, approve a contract with PEI of Wyoming for the construction of the Water and Sewer Improvements as part of the Capitol Basin 26th Street Storm Sewer Extension project. Additionally, approve the associated budget transfers 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.

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 TriHydro presented on and answered questions regarding the Cheyenne Municipal Storage Level II Phase I Study Results.

The Board meeting adjourned at approximately 4:30 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary