

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, May 17, 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 In-Person/Electronic Conference were:

Mary Guthrie, President	Brett Davis, Capital Projects Engineer
Matt Pope, Secretary	Lynn Butts, Accounting Supervisor
John Edwards, Member	Erin Lamb, Administrative/Public Affairs
Keith Zabka, Member	Sarah Bargsten, Water Conservation Specialist
Allan Cunningham, Member	Mayor Collins, City of Cheyenne
Brad Brooks, Director	Pete Leybourn, Cheyenne City Council
Matt Buelow, Water Reclamation Manager	Matt Freeman, FE Warren Air Force Base
Clint Bassett, Water Treatment Manager	Dylan Wade, Stantec
Ashley Miller, Administration Manager	Skylor Wade, Stantec
Frank Strong, Engineering & Water Resource Manager	Derrick Thompson, Trihydro
Doug Calhoun, Operations & Maintenance Manager	Curtis Buchhammer, SCWSD
Kathy Kellner, Human Resources Manager	Dena Hansen, SCWSD
Elizabeth Lance, Board Attorney	

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, May 17, 2021.

Ms. Guthrie requested the meeting reflect that 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 Allan Cunningham seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held April 19, 2021.
- The minutes of the Special Board Meeting held April 26, 2021.
- Discharge and extinguish the uncollectible accounts from accounts receivable - Fiscal Year 2021.
- BOPU's portion of City Bid E-26-21 for aggregate award to Knife River as presented.

The motion carried.

Director Brooks announced upcoming meetings. The upcoming Regular Board meeting is scheduled for June 21, 2021 at 3pm.

Mayor Patrick Collins presented on and answered questions regarding the proposed 2% Franchise Fee.

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending April 30, 2021.

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

04/30/2021	\$ 613,519.13	Utilities and Refunds
04/30/2021	536,097.48	Payroll
05/17/2021	99,986.42	Vouchers
05/17/2021	5,161,422.36	Vouchers
05/17/2021	13,938.32	Card Services

A motion was made by Matt Pope and seconded by Allan Cunningham approving the financial statements for month-end April 30, 2021 as presented and the vouchers for payment. There were two investments of cash for month end April 30, 2021: Transfer from ANB to Wyostar I for \$500,000.00 and a transfer from ANB to Wyostar II for

PRELIMINARY – UNDER IN-HOUSE REVIEW

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, May 17, 2021
PAGE 2

\$500,000.00. 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.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding the request to approve the Sherard Hydroelectric Generation Facility Project Change Order Number One for only the change order amount as presented. A motion was made by Keith Zabka and seconded by Matt Pope to approve the Sherard Hydroelectric Generation Facility Project Change Order Number One for only the change order amount 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.

Engineering and Water Resources Division Manager, Frank Strong, reported on and answered questions related to the Engineering and Water Resources Division.

Director Brooks 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.

Mr. Bassett reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned into Executive Session at approximately 4:00 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 4:30 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary