

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, June 21, 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 In-Person/Electronic Conference were:

Mary Guthrie, President	Doug Calhoun, Operations & Maintenance Manager
Matt 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, Administrative/Public Affairs
Matt Buelow, Water Reclamation Manager	Darci Hendon, Summit Engineering
Clint Bassett, Water Treatment Manager	Kelly Hafner, Civilworx
Ashley Miller, Administration Manager	Gavin Williams, Mead Lumber
Frank Strong, Engineering & Water Resource Manager	Kris Jones, City of Cheyenne

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, June 21, 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 May 17, 2021.
- The chemical supplier contract for chlorine to DPC Industries, Inc. in the amount of \$0.3935per pound.
- The chemical supplier contract for ferric sulfate to Chemtrade Chemicals US LLC in the amount of \$0.1495 per pound.
- The chemical supplier contract for Pond 3 polymer to Brenntag Pacific in the amount of \$2.19 per pound.
- The chemical supplier contract for soda ash to Thatcher Company, Inc. in the amount of \$0.14 per pound.
- The chemical supplier contract for cationic polymer to Brenntag Pacific in the amount of \$0.59 per pound.
- Authorization for the Director to sign the Common Water and Sewer Services Agreement with Mead Lumber, LCC, the current owner of 2720 Cribbon Avenue and Tru-Grit Land Development, LLC, the current owners of Lot 8, Block 1, Harmony Valley 1st Filling.

The motion carried.

Director Brooks announced upcoming meetings to include the Employee Meeting BBQ scheduled for July 15, 2021 at 11am. The next Regular Board meeting is scheduled for July 19, 2021 at 3pm.

Kris Jones, City Clerk, swore in Ms. Guthrie and Mr. Matthew Pope for their reappointments to the Board of Directors.

Administration Division Manager, Ashley Miller, reported on and answered questions regarding the financial statements for the month ending May 31, 2021.

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

05/28/2021	\$ 405,469.21	Utilities and Refunds
05/28/2021	539,302.04	Payroll

PRELIMINARY – UNDER IN-HOUSE REVIEW

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06/21/2021	850,694.87	Vouchers
06/21/2021	12,094.11	Card Services
06/21/2021	2,919,591.90	Vouchers

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

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.

Human Resource 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.

Director Brooks reported on and answered questions regarding the approval to sign Amendment #19 to City Contract #4389 for Risk Management Services. A motion was made by Allan Cunningham and seconded by Keith Zabka to approve the Director to sign Amendment #19 to City Contract #4389 for Risk Management Services. The motion carried.

The Board meeting adjourned at approximately 3:30 p.m.

Mary B. Guthrie, President

Matthew Pope, Secretary