

City of Cheyenne Board of Public Utilities  
Special Board Meeting Minutes  
Monday, April 24, 2023  
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building  
2416 Snyder Avenue, Cheyenne, Wyoming  
3:00p.m.

IN ATTENDANCE (In-Person/Electronic Conference):

Matthew Pope, Secretary  
John Edwards, Member  
Allan Cunningham, Member  
Keith Zabka, Member  
Brad Brooks, Director  
Brad Bowen, Administration Manager

Frank Strong, Engineering & Water Resources Manager  
Clint Bassett, Water Treatment Manager  
Matthew Buelow, Water Reclamation Manager  
Kathy Kellner, Human Resources Manager  
Erin Lamb, Administrative & Public Affairs Coordinator

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The Special Board Meeting for the Board of Public Utilities was called to order at approximately 3:00 p.m. Monday, April 24, 2023.

Brad Brooks, Director, reported on and answered questions regarding the request to approve the Water and Sewer Enterprise Fund Budget for Fiscal Year 2024 to include:

- a. Resolution 2023-04: Adopting Revised Water Rates to be Charged to Users of the Cheyenne Water System
- b. Resolution 2023-05: Adopting Revised Sewer Rates to be Charged to the Users of the Cheyenne Sewer System
- c. Resolution 2023-06: Approving Water and Sewer Connection Fees, System Development Fees, Pump Station Development Fees and Related Fees
- d. Resolution 2023-07: Approving Revised Administrative Fees, Service Charges and Penalties
- e. Resolution 2023-08: Adopting Revisions to the Septic Waste Dump and Liquid Commercial Septic Waste Dump and Liquid Commercial Waste Rates
- f. Resolution 2023-09: approving the appropriation of monies for various purposes in conducting business for the water and sewer departments of the city of Cheyenne
- g. Resolution 2023-10: Designating and Authorizing Depositories for Public Funds of the Board of Public Utilities

A motion was made by Allan Cunningham and seconded by John Edwards to approve the Water and Sewer Enterprise Fund Budget for Fiscal Year 2024, including associated resolutions. The motion carried.

Kathy Kellner, Human Resources Manager, reported on and answered questions regarding the

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

request to approve pay ranges, job titles, and pay plan to be effective July 1, 2023. A motion was made by John Edwards and seconded by Keith Zabka to approve pay ranges, job titles, and the pay plan as presented. The motion carried.

The special Board meeting adjourned at approximately 3:25 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary