

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Tuesday, February 20, 2024  
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building  
1<sup>st</sup> Floor Conference Room, 2416 Snyder Avenue, Cheyenne, Wyoming  
3:00 p.m.

IN ATTENDANCE:

Allan Cunningham	Frank Strong
Keith Zabka	Clint Bassett
Mary Guthrie	Kathy Kellner
John Edwards	Todd Hepworth
Jeff Fassett	Matthew Buelow
Brad Brooks	Erin Lamb
Brad Bowen	Elizabeth Lance

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:  
January 16, 2024 – Regular Meeting  
Voucher List for Approval  
Financial and Supplementary  
Statement

1. ITEMS REQUIRING BOARD ACTION

- A. CONSENT AGENDA: (All agenda items listed with the designation of CA are considered to be routine items by the Board of Public Utilities and will be enacted by one motion. The design of the Consent Agenda is that there will be no separate discussion on these items unless a member of the board so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)
- B. CA Minutes/Meetings/Proclamations/Presentations:
1. Approve the Minutes of the Regular Board Meeting held January 16, 2024
  2. Sign the Minutes of the Regular Board Meeting held January 16, 2024
  3. Announcement of the Next Generation Landscaping Workshop: March 5, 2024
  4. Announcement of the 2024 Water Summit: March 14, 2024
  5. Announcement of the next Regular Board Meeting: Monday, March 18, 2024
  6. Introduction of Attendees at the Meeting
- C. Comments from Mayor/City Council
- 1.
- D. Old Business:
- 1.
- E. Financials:
1. Financial Statements as of Month-end January 31, 2024
  2. Vouchers
  3. Investments of Cash: – 01/01/2024-01/31/2024  
None
- Staff's recommendation is to accept the financial statements as presented and to approve vouchers (included in the Board packet and if necessary distributed via email prior to the Board meeting) and investments of cash.

F. Request Board Action – Approval and Awards:

- CA 1. Approve final balancing change order, decreasing the contract amount by \$131,880.04 and release retainage to Mechanical Systems Inc. in the amount of 71,978.58 for the schedule C of the FY2023 Sewer Rehab project, subject to successful completion of W.S. 16-6-116 advertisement period. – *Frank Strong*
2. Approve new position titled Application Support Administrator to be placed at Grade Level 25 in non-exempt pay plan and to increase Board staffing by 1 FTE. Upon approval, this request will take place immediately. – *Brad Bowen*

2. PROJECTS (Informational items only)

- A. Release of Retainage Status
- B. Report on Agreements, Contracts, Easements, Assignments, Licenses, Etc.

3. REPORTS (Informational items only)

- A. Director
1. Report
  - 2.
- B. Administration
1. Manager's Report
  - 2.
- C. Engineering & Water Resources
1. Manager's Report
  - 2.
- D. Human Resources
1. Manager's Report
  - 2.
- E. Operations & Maintenance
1. Manager's Report
  - 2.
- F. Water Reclamation
1. Manager's Report
  - 2.
- G. Water Treatment
1. Manager's Report
  - 2.

4. OTHER BUSINESS

A.

5. EXECUTIVE SESSION

A. Legal Matters:  
1. Possible Litigation  
2.

B. Real Estate:  
1.  
2.

C. Personnel Matters:  
1.  
2.