

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*SUMMARY OF BOARD MEETING\*\***  
Tuesday, February 20, 2024  
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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 1<sup>st</sup> 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:

Allan Cunningham, President	Frank Strong, Eng. & Water Resources Manager
Keith Zabka, Secretary	Todd Hepworth, Operations & Maintenance Manager
Mary Guthrie, Member	Kathy Kellner, Human Resources Manager
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Jeff Fassett, Member	Mark Mercer, IT Supervisor
Brad Brooks, Director	Elizabeth Lance, Attorney, Lance & Hall
Brad Bowen, Administration Manager	Erin Lamb, Admin/Public Affairs Coordinator
Matt Buelow, Water Reclamation Manager	Derrik Thompson, TriHydro
Clint Bassett, Water Treatment Manager	Jill Pehl, attendee

The Board approved by consent agenda:

- The minutes of the Regular Board Meeting held January 16, 2024.
- 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.

The Board approved the financial statements for month-end January 31, 2024, as presented. The Board approved the vouchers for payment.

The Board approved a 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.

The Board meeting adjourned into Executive Session at approximately 3:55 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 Executive Session adjourned at approximately 4:45 p.m.

The Regular Board meeting adjourned at approximately 4:45 p.m.