

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, March 18, 2024
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building
1st 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:
February 20, 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 February 20, 2024
 2. Sign the Minutes of the Regular Board Meeting held February 20, 2024
 3. Announcement of Regular Board Meeting: Monday, April 15, 2024
 4. Announcement of FY2025 Budget Work Session: Monday, April 15, 2024
 5. Announcement of Quarterly Employee Meeting: Thursday, April 18, 2024
 6. Announcement of FY2025 Budget Work Session w/ Council: Friday, April 19, 2024
 7. Announcement of Special Board Meeting: Monday, April 29, 2024
 8. 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 February 29, 2024
 2. Vouchers
 3. Investments of Cash: – 02/01/2024-02/29/2024
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 and authorize the Director to sign the Common Sewer Services Agreement with Jason and Laura Early, contingent on approval by the Board’s attorney. – *Frank Strong*
2. Approve the Sun Valley Pressure Zone Expansion Change Order 01 with Aztec Construction Co. Inc. – *Frank Strong*
3. Approve and award the FY2024 Water Rehab Project to Aztec Construction in the amount of \$2,187,213.00. – *Frank Strong*
4. Deny the Cathedral of St. Mary’s request for a 50% discount rate for recycled water use at Olivet Cemetery for the period July 1, 2024 to June 30, 2025. – *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
 - a. Proposed FY25 Budget
 - 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.
 - 2.

- B. Real Estate:
 - 1.
 - 2.

- C. Personnel Matters:
 - 1.
 - 2.