

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, March 18, 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 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:

Allan Cunningham, President	Kathy Kellner, Human Resources Manager
Keith Zabka, Secretary	Bryce Dorr, Capital Projects Supervisor
Mary Guthrie, Member	Nick Dennis, WT O&M Supervisor
John Edwards, Member	David Cole, Capital Projects Engineer II
Jeff Fassett, Member	Elizabeth Lance, Attorney, Lance & Hall
Brad Bowen, Administration Manager	Erin Lamb, Admin/Public Affairs Coordinator
Matt Buelow, Water Reclamation Manager	Jill Pehl, attendee
Clint Bassett, Water Treatment Manager	Father Thomas Cronkelton, Church of St. Mary
Frank Strong, Eng. & Water Resources Manager	Niell O'Donnell, Church of St. Mary
Todd Hepworth, Operations & Maintenance Manager	

The regular board meeting for the Board of Public Utilities was called to order by Allan Cunningham, President, at approximately 3:00 p.m. Monday, March 18, 2024.

Mr. Cunningham noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Mr. Cunningham called for a motion to approve the items on CA. Mary Guthrie moved and Jeff Fassett seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held February 20, 2024.
- The Director to sign the Common Sewer Services Agreement with Jason and Laura Early, contingent on approval by the Board's attorney.

Engineering and Water Resources Manager, Frank Strong, announced the following upcoming meetings:

- Regular Board Meeting: April 15, 2024
- FY2025 Budget Work Session: April 15, 2024
- Quarterly Employee Meeting: April 18, 2024
- FY2025 Budget Work Session w/ City Council: April 19, 2024
- Special Board Meeting: April 29, 2024

Mr. Strong introduced attendees.

Comments were received from Board members regarding the 2024 Water Summit held March 14, 2024.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending February 29, 2024. A motion was made by John Edwards and seconded by Jeff Fassett approving the financial statements for month-end February 29, 2024, as presented. The Board members approved the vouchers presented for payment. There were no Investment of Cash for month-end February 29, 2024. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Allan Cunningham and Administration Manager Brad Bowen, 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.

Mr. Bowen reported on and answered questions regarding a request to deny the Church 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. A motion was made by Keith Zabka and seconded by Mary Guthrie to deny the Church of St. Mary's request for a 50%

PRELIMINARY – UNDER IN-HOUSE REVIEW

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discount rate for recycled water use at Olivet Cemetery for the period July 1, 2024 to June 30, 2025. The motion failed with zero votes. A motion was made by Keith Zabka and seconded by John Edwards to approve Church 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. The motion carried.

Capital Projects Engineer II, David Cole, reported on and answered questions regarding request to approve the Sun Valley Pressure Zone Expansion Change Order 01 with Aztec Construction Co. Inc. A motion was made by Keith Zabka and seconded by Mary Guthrie to approve the Sun Valley Pressure Zone Expansion Change Order 01 with Aztec Construction Co. Inc. The motion carried.

Mr. Cole reported on and answered questions regarding request to approve and award the FY2024 Water Rehab Project to Aztec Construction in the amount of \$2,187,213.00. A motion was made by Keith Zabka and seconded by John Edwards to approve and award the FY2024 Water Rehab Project to Aztec Construction in the amount of \$2,187,213.00. The motion carried.

Mr. Strong reported on release of retainage and contracts, easements, change orders and amendments that were approved in the amount of \$25,000 or less.

Mr. Strong reported on and answered questions regarding the Director's report.

Mr. Bowen reported on and answered questions related to the Administration Division.

Mr. Strong reported on and answered questions related to the Engineering and Water Resources Division.

Mr. Strong reported on and answered questions related to the Human Resources Division.

Operations and Maintenance Manager, Todd Hepworth, reported on and answered questions related to the Operations and Maintenance Division.

Water Reclamation Manager, Matt Buelow, reported on and answered questions related to the Water Reclamation Division.

Water Treatment Manager, Clint Bassett, reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned at approximately 4:00 p.m.

Allan Cunningham, President

Keith Zabka, Secretary