

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, April 15, 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:
March 18, 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 March 18, 2024
 2. Sign the Minutes of the Regular Board Meeting held March 18, 2024
 3. Announcement of Quarterly Employee Meeting: Thursday, April 18, 2024
 4. Announcement of FY2025 Budget Work Session w/ Council: Friday, April 19, 2024
 5. Announcement of Special Board Meeting: Monday, April 29, 2024
 6. Announcement of Regular Board Meeting: Monday, May 20, 2024
 7. 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 March 30, 2024
 2. Vouchers
 3. Investments of Cash: – 03/01/2024-03/30/2024
03/20/24 \$ 1,500,000.00 WyoStar I Available cash

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 the bid award to JTL Group, Inc. dba “Knife River” for City Bid #E-16-24 for aggregate in the amount of \$9.50 per ton for a total of \$57,000. – *Todd Hepworth*
- CA 2. Rejection of singular bid for the FY2024 Sewer Manhole Project. – *Frank Strong*

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. FY2025 Budget Work Session

5. EXECUTIVE SESSION

- A. Legal Matters:
 - 1. Possible Litigation
 - 2.

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

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