

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, April 15, 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	Todd Hepworth, Operations & Maintenance Manager
Keith Zabka, Secretary	Kathy Kellner, Human Resources Manager
Mary Guthrie, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	Elizabeth Lance, Attorney, Lance & Hall
Jeff Fassett, Member	Erin Lamb, Admin/Public Affairs Coordinator
Brad Brooks, Director	Dr. Mark Rinne, Cheyenne City Council
Brad Bowen, Administration Manager	Jason Mumm, FCS Group
Matt Buelow, Water Reclamation Manager	Paul Quinn, FCS Group
Clint Bassett, Water Treatment Manager	Loren Eldridge-Looker, Trihydro
Frank Strong, Eng. & Water Resources 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, April 15, 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 John Edwards seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held March 18, 2024.
- 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.
- The rejection of singular bid for the FY2024 Sewer Manhole Project.

Director Brooks Announced the upcoming meetings, including:

- Quarterly Employee Meeting: April 18, 2024
- FY2025 Budget Work Session w/ City Council: April 19, 2024
- Special Board Meeting: April 29, 2024
- Regular Board Meeting: May 20, 2024

Director Brooks introduced the attendees.

Dr. Mark Rinne, City Council, addressed the Board.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending March 31, 2024. A motion was made by Keith Zabka and seconded by Mary Guthrie approving the financial statements for month-end March 31, 2024, as presented. The motion carried. The Board members approved the vouchers presented for payment. There was one Investment of Cash for month-end March 31, 2024. A Transfer of \$1,500,000.00 to WyoStar I was made on March 20, 2024. 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.

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

Director Brooks reported on and answered questions regarding the Director's report, including submitting a letter to PacifiCorp regarding Dave Johnston Power Plant Water Rights. A motion was made by Mary Guthrie and seconded by John Edwards approving

PRELIMINARY – UNDER IN-HOUSE REVIEW

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and authorizing Director Brooks submit a letter to PacifiCorp regarding Dave Johnston Power Plant Water Rights. The motion carried.

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

Frank Strong, Engineering and Water Resources Manager, reported on and answered questions related to the Engineering and Water Resources Division.

Kathy Kellner, Human Resources Manager, 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.

Director Brooks and Mr. Bowen reported on and answered questions related to the FY2025 Draft Budget.

The Board meeting adjourned into Executive Session at approximately 4:35 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 4:55 p.m.

The Board meeting adjourned at approximately 5:00 p.m.

Allan Cunningham, President

Keith Zabka, Secretary