

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Monday, December 16, 2024  
Timothy E. Wilson Board of Public Utilities Administration/Engineering Building  
1<sup>st</sup> Floor Conference Room, 2416 Snyder Avenue, Cheyenne, Wyoming  
3:00 p.m.

IN ATTENDANCE:

Allan Cunningham	Rocio Tripp
Keith Zabka	Todd Hepworth
Mary Guthrie	Matthew Buelow
John Edwards	Clint Bassett
Jeff Fassett	Erin Lamb
Brad Brooks	Elizabeth Lance
Brad Bowen	
Frank Strong	

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:  
November 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 November 18, 2024
  2. Sign the Minutes of the Regular Board Meeting held November 18, 2024
  3. Announcement of Quarterly Employee Meeting: Thursday, January 16, 2025
  4. Announcement of Regular Board Meeting: **Tuesday**, January 21, 2025
  5. 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 November 30, 2024
  2. Vouchers
  3. Investments of Cash: – 11/01/2024-11/30/2024  
None

Staff 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 a service contract amendment with PVS DX Inc. for chlorine gas at the price of \$1.2145 per pound with the additional \$5.40 per ton Superfund Fee through December 31, 2025. – *Clint Bassett*
- CA

 2. Approve and authorize the director to sign a chemical supplier agreement with Thatcher Company, Inc. for ferric sulfate with a term through December 31, 2025, and rate of \$0.19 per pound. – *Clint Bassett*
- CA

 3. Approve and authorize the director to sign a chemical supplier agreement with Thatcher Company Inc. for soda ash at the rate of \$0.1995 per pound with a term through December 31, 2025. – *Clint Bassett*
- CA

 4. Approve the acceptance of the WaterSMART Grant under CFDA #15.507. – *Brad Bowen*
- 5. Approve and allow the Director to meet with CFD representatives and obtain approval that CFD pays for their monthly metered water consumption at % 100 of actual cost based on the most current approved rate. In addition, allow the Director to finalize new Amendments approved between all parties as part of City Contract No. 2985 subject to Attorney preparation, review, and approval. – *Brad Brooks*
- 6. Approve an additional Construction Inspector at Grade Level 25 in Non-Exempt pay plan and increase Board staffing by 1 FTE. The FY25 budget included \$300,000.00 for lead services which will be used to cover the salary and benefits for this position. Upon approval, this request will take place immediately. – *Frank Strong*

2. 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.

3. OTHER BUSINESS

A.

4. EXECUTIVE SESSION

- A. Legal Matters:
  - 1.
- B. Real Estate:
  - 1.
- C. Personnel Matters:
  - 1.