

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, December 16, 2024
~ 1 ~

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
Keith Zabka, Secretary
John Edwards, Member
Jeff Fassett, Member
Brad Brooks, Director
Brad Bowen, Administration Manager
Matt Buelow, Water Reclamation Manager
Frank Strong, Eng. & Water Resources Manager

Todd Hepworth, Operations & Maintenance Manager
Rocio Tripp, Human Resources Manager
Erin Lamb, Admin/Public Affairs Coordinator
Beth Lance, Attorney
Dr. Mark Rinne, Cheyenne City Council
Brad Emmons, AVI
Loren Eldridge-Looker, TriHydro

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, December 16, 2024.

Mr. Cunningham noted the first item on the agenda was the consent agenda (CA) and asked if anyone requested that a consent agenda item be removed. Mr. Cunningham called for a motion to approve the items on CA. Keith Zabka moved and John Edwards seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held November 18, 2024.
- 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.
- 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.
- 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.
- The acceptance of the WaterSMART Grant under CFDA #15.507.

Director Brooks announced the next Employee Quarterly Meeting is scheduled for January 16, 2025 and the next Regular Board Meeting is scheduled for Tuesday, January 21, 2025, at 3:00pm.

Director Brooks introduced the attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending November 30, 2024. A motion was made by John Edwards and seconded by Keith Zabka approving the financial statements for the month ending November 30, 2024. The motion carried. The Board members approved the vouchers presented for payment. There was no investment of cash for the month ending November 30, 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.

Councilman Dr. Mark Rinne addressed the Board.

Director Brooks reported on and answered questions regarding the request to 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

PRELIMINARY – UNDER IN-HOUSE REVIEW

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~ 2 ~

Amendments approved between all parties as part of City Contract No. 2985 subject to Attorney preparation, review, and approval.

Keith Zabka recused himself from voting on the matter.

A motion was made by Jeff Fassett and seconded by John Edwards to 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. The motion failed with zero vote. A motion was made by Jeff Fassett and seconded by John Edwards to approve allowing the director to meet and negotiate a new metered water consumption agreement with Cheyenne Frontier Days. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to 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. A motion was made by Keith Zabka and seconded by John Edwards to 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. The motion carried.

Director Brooks reported on and answered questions related to 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.

Human Resources Manager, Rocio Tripp, 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 4:45 p.m.

Allan Cunningham, President

Keith Zabka, Secretary

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