

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Tuesday, February 18, 2025
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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	Rocio Tripp, Human Resources Manager
Mary Guthrie, Member	Bryce Dorr, Capital Projects Supervisor
John Edwards, Member	David Cole, Capital Projects Engineer II
Jeff Fassett, Member	Erin Lamb, Admin/Public Affairs Coordinator
Brad Brooks, Director	Tonia Carter, Human Resources Generalist
Brad Bowen, Administration Manager	Noah Dayton, Water Resources Specialist
Matt Buelow, Water Reclamation Manager	Beth Lance, Attorney
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. Tuesday, February 18, 2025.

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 Jeff Fassett seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held January 21, 2025.
- The Director to sign the Common Sewer Services Agreement with Wal-Mart Stores East, Limited Partnership (426 Logistics Drive) contingent on approval by the Board's attorney.
- The final deductive change order in the amount of \$130,130.45 and release retainage to Aztec Construction Co., Inc. in the amount of \$102,854.13 for the FY2024 Water Rehab project, subject to successful completion of W.S. 6-6-116 advertisement period.

Director Brooks announced the next Regular Board Meeting is scheduled for Monday, March 17, 2025, at 3:00pm. Director Brooks announced the 2025 Water Summit is scheduled for March 20th at 8:00am.

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending January 31, 2025. A motion was made by Mary Guthrie and seconded by Keith Zabka approving the financial statements for the month ending January 31, 2025. The motion carried. The Board members approved the vouchers presented for payment. There was no investment of cash for the month ending January 31, 2025. 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.

Capital Projects Engineer, David Cole, reported on and answered questions regarding the request to approve change order 01 in the amount of \$232,035.00 with Aztec Construction Co., Inc. for the Southwest Dr. Waterline Project. A motion was made by Keith Zabka and seconded by John Edwards to approve change order 01 in the amount of \$232,035.00 with Aztec Construction Co., Inc. for the Southwest Dr. Waterline Project. The motion carried.

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Water Treatment Manager, Clint Bassett, reported on and answered questions regarding the request to approve and award the purchase of an ICP-MS autosampler pending attorney approval of Terms and Conditions to Thermo Electron North America for \$52,878.89. A motion was made by Jeff Fassett and seconded by Keith Zabka to approve and award the purchase of an ICP-MS autosampler pending attorney approval of Terms and Conditions to Thermo Electron North America for \$52,878.89. 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.

Engineering and Water Resources Manager, Frank 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.

Mr. Bassett reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned into Executive Session at approximately 4:00 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 4:30 p.m.

Allan Cunningham, President

Keith Zabka, Secretary