

AGENDA FOR BOARD MEETING
City of Cheyenne Board of Public Utilities
Monday, March 17, 2025
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	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:
February 18, 2025 – 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. Minutes/Meetings/Proclamations/Presentations:

- CA
1. Approve the Minutes of the Regular Board Meeting held February 18, 2025
 2. Sign the Minutes of the Regular Board Meeting held February 18, 2025
 3. Announcement of 2025 Water Summit: Thursday, March 20, 2025
 4. Announcement of Quarterly Employee Meeting: Thursday, April 17, 2025
 5. Announcement of FY26 Budget Work Session with City Council: Friday, April 18, 2025
 6. Announcement of Regular Board Meeting & FY26 Budget Work session: Monday, April 21, 2025
 7. Announcement of Special Board Meeting: Monday, April 28, 2025
 8. 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 February 28, 2025
2. Vouchers
3. Investments of Cash: – 02/01/2025-02/28/2025
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 the director to sign the 2023 Building Resilient Infrastructure and Communities (BRIC) Grant CFDA #97.047thru the Wyoming Office of Homeland Security contingent upon legal approval. – *Brad Bowen*
 2. Approve and authorize the Director to sign a Purchase Agreement with Denver Gardner Nash for the purchase of two multi-stage centrifugal blowers in an amount not to exceed \$193,139.32. – *Matt Buelow*
 3. Approve and award the base bid for the Fluid Injection Analyzer to FIALAB in the amount not to exceed \$197,859.00. The deficit amount of \$77,259 will be covered by the same account due to savings from a previous aeration blower project. – *Matt Buelow*
 4. Approve and award the invitation to bid for Filter 3 Underdrain Replacement to Moltz Construction Inc. in the amount of \$260,033.00 pending approval of all required documents and review by the Board’s attorney. – *Clint Bassett*
 5. Approve Change Order 01 with Moltz Construction in the amount of \$43,108.00 pending filter media test results. – *Clint Bassett*
 6. Approve new position title of Safety & Traffic Control Lead as presented. – *Todd Hepworth*
 7. Approve and award site 2, 4, and 15 of the Collection System Hydraulic Capacity Improvement project bid to Mechanical Systems, Inc. in the amount of \$732,255.00. – *Frank Strong*

2. REPORTS (Informational items only)

- A. Director
 1. Report
 - 2.
- B. Administration
 1. Manager’s Report
 - a. Proposed FY26 Budget
 - 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. F.E. Warren Rate Determination

4. EXECUTIVE SESSION

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