

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Monday, May 19, 2025  
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:  
April 18, 2025 – Work Session  
April 21, 2025 – Regular Meeting  
April 28, 2025 – Special 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 Work Session with City Council held April 18, 2025 |
| CA | 2. Approve the Minutes of the Regular Board Meeting held April 21, 2025          |
| CA | 3. Approve the Minutes of the Special Board Meeting held April 28, 2025          |
4. Sign the Minutes of the Work Session with City Council held April 18, 2025
  5. Sign the Minutes of the Regular Board Meeting held April 21, 2025
  6. Sign the Minutes of the Special Board Meeting held April 28, 2025
  7. Announcement of Regular Board Meeting: Monday, June 16, 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 April 30, 2025
2. Vouchers
3. Investments of Cash: – 04/01/2025-04/30/2025  
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 Change Order 01 with Moltz Construction, decreasing the contract value by \$50,000.00 to balance contract quantities with installed quantities. – *Frank Strong*
- CA

 2. Approve agreement with McGee, Hearne & Paiz LLP to continue to provide financial and compliance auditing for the fiscal year ending June 30, 2025 and 2026, and authorize the Director to sign the Professional Services Agreement. Subject to Attorney and City of Cheyenne Approval. – *Brad Bowen*
- CA

 3. Approve the discharge and extinguish of the attached accounts from accounts receivable in the amount of \$26,011.40 as detailed above. – *Brad Bowen*
- 4. Deny the Church of St Mary’s request for a 50% discount rate for recycled water use at Olivet Cemetery for the period July 1, 2025 to June 30, 2026. – *Brad Bowen*
- 5. Approve and award the Server & Storage System Replacement project to Advanced Network Management Inc. for option 2 with an amount not to exceed \$261,000 as presented and authorize the Director to sign the Purchase and Installation Agreement documents, with review and approval by the Board’s attorney. – *Brad Bowen*
- 6. Approve and award the quote for the Fire Alarm Control Panels and Annunciators to Western States Fire Protection Company in the amount of \$144,314.00 and the associated budget transfer. – *Matt Buelow*
- 7. Approve and allow the Board President to sign the “Combined Water and Wastewater Agreement between South Cheyenne Water and Sewer District and City of Cheyenne, and City of Chayenne Board of Public Utilities” subject to final attorney approval. – *Brad Brooks*
- 8. Consider grant funding approval for the Paint the Tank Water Mural Project from excess North City Tank project funds. Amount to be discussed and approved by the Board. – *Brad Brooks*

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. Presentation on Historic Pump House - *Maren, Kallas, Historic Cheyenne Inc.*

B.

4. EXECUTIVE SESSION

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