

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
BOARD MEETING MINUTES
Monday, May 19, 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	Brett Davis, Capital Projects Engineer
Keith Zabka, Secretary	Erin Lamb, Admin/Public Affairs Coordinator
John Edwards, Member	Beth Lance, Attorney
Jeff Fassett, Member	Shaun Johnson, Water States Fire
Brad Brooks, Director	Vic Schoenherr, Sunrise Engineering
Brad Bowen, Administration Manager	TJ Sterk, Sunrise Engineering
Matt Buelow, Water Reclamation Manager	CJ Walker, Sunrise Engineer
Clint Bassett, Water Treatment Manager	David Benner, Historic Preservation Board
Frank Strong, Eng. & Water Resources Manager	Maren Kallas, Historic Preservation Board
Todd Hepworth, Operations & Maintenance Manager	Stephanie Lowe, Historic Preservation Board
Rocio Tripp, Human Resources Manager	Neill O'Donnell, St. Mary's Cathedral
Mark Mercer, IT Supervisor	Father Tom Cronkleton, St. Mary's Cathedral
Bryce Dorr, Capital Projects Supervisor	Connie Janney, St. Mary's Cathedral

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, May 19, 2025.

Mr. Cunningham noted the first item on the agenda was the consent agenda (CA) and asked if anyone requested that a CA item be removed. Mr. Fassett requested item F-2 be removed from CA. Mr. Cunningham called for a motion to approve the remaining items on CA. Jeff Fassett moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Work Session with City Council held on April 18, 2025.
- The minutes of the Regular Board Meeting held on April 21, 2025.
- The minutes of the Special Board Meeting held on April 28, 2025.
- Change Order 01 with Moltz Construction, decreasing the contract value by \$50,000.00 to balance contract quantities with installed quantities.
- The discharge and extinguish of the accounts from accounts receivable in the amount of \$26,011.40.

Director Brooks announced the next Regular Board Meeting is scheduled for June 16th, 2025, at 3pm.

Director Brooks had attendees introduce themselves.

Staff from the Historic Preservation Board presented on the Historic Pump House.

Mr. Bowen reported on and answered questions regarding the financial statements for the month ending April 30, 2025. A motion was made by John Edwards and seconded by Keith Zabka approving the financial statements for the month ending April 30, 2025. The motion carried. The Board members approved the vouchers presented for payment. There was no investment of cash for the month ending April 30, 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.

Mr. Bowen reported on and answered questions regarding the request to approve the agreement with McGee, Hearne & Paiz LLP to continue to provide financial and compliance auditing for the fiscal year ending June 30, 2025, and authorize the Director to sign the Professional Services Agreement. Subject to Attorney and City of Cheyenne Approval.

PRELIMINARY – UNDER IN-HOUSE REVIEW

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A motion was made by Keith Zabka and seconded by John Edwards to approve the agreement with McGee, Hearne & Paiz LLP to continue to provide financial and compliance auditing for the fiscal year ending June 30, 2025, and authorize the Director to sign the Professional Services Agreement. Subject to Attorney and City of Cheyenne Approval. The motion carried.

Mr. Bowen reported on and answered questions regarding the request to 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. A motion was made by Keith Zabka and seconded by Jeff Fassett to 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. The motion failed with no vote. A motion was made by John Edwards and seconded by Jeff Fassett to approve the Church of St Mary's request for a 50% discount rate for recycled water use at Olivet Cemetery in Perpetuity. The motion was amended by John Edwards and seconded by Keith Zabka to approve the Church of St Mary's request for a 50% discount rate for water use at Olivet Cemetery for the period July 1, 2025, to June 30, 2026 and direct staff to develop a water use MOU with St. Mary's. The motion carried.

Mr. Bowen reported on and answered questions regarding request to 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. A motion was made by Keith Zabka and seconded by John Edwards 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. The motion carried.

Water Reclamation Manager, Matt Buelow, reported on and answered questions regarding request to 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. A motion was made by Jeff Fassett and seconded by John Edwards to 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. The motion carried.

Director Brooks reported on and answered questions regarding request to approve allowing 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. A motion was made by Jeff Fassett and seconded by Keith Zabka to approve allowing 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. The motion carried.

Director Brooks reported on and answered questions regarding the request to approve allowing the Director to sign the MOU between BOPU and Casper-Alcova Irrigation District ("CAID") for the purpose of reserving up to seven thousand (7,000) acre-feet of Kendrick Project water per year for the potential future purchase by BOPU for a period of up to forty (40) years, as presented and subject to final attorney approval. A motion was made by Jeff Fassett and seconded by John Edwards to approve allowing the Director to sign the MOU between BOPU and Casper-Alcova Irrigation District ("CAID") for the purpose of reserving up to seven thousand (7,000) acre-feet of Kendrick Project water per year for the potential future purchase by BOPU for a period of up to forty (40) years, as presented and subject to final attorney approval. The motion carried.

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Director Brooks reported on and answered questions regarding the request to 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. No motion was made and was postponed for discussion at the June 16, 2025, regular board meeting.

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.

Mr. 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 Regular Board meeting adjourned at approximately 5:30 p.m.

Allan Cunningham, President

Keith Zabka, Secretary