

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Monday, June 16, 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:  
May 19, 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. CA Minutes/Meetings/Proclamations/Presentations:

1. Approve the Minutes of the Regular Board Meeting held May 19, 2025
2. Sign the Minutes of the Regular Board Meeting held May 19, 2025
3. Swearing in of Board Members, Dixie Roberts & Keith Zabka – *Kylie Soden, City Clerk*
4. Announcement of Employee Meeting/BBQ: Thursday, July 10, 2025
5. Announcement of Regular Board Meeting: Monday, July 21, 2025
6. 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 May 31, 2025
2. Vouchers
3. Investments of Cash: – 05/01/2025-05/31/2025  
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 and authorize the Director to sign the Outside User Agreement with Icerock Wyoming LLC, contingent on approval by the Board’s attorney. – *Frank Strong*
- CA

 2. Approve and authorize the Director to sign the Outside User Agreement with Sutherland’s Fun Family Fitness LLC upon execution of the contract to Buy and Sell Real Estate for 2611 Whitney Road, contingent on approval by the Board’s attorney. – *Frank Strong*
- 3. Approve the Director to sign a Contract Agreement with Jordan Dean (Artist), CHP Paint Co. (Eric McDonald), and Visit Cheyenne, the destination marketing organization for Laramie County, WY to fund up to the current \$36,272 shortfall for the Water Tank Mural Project to enable commencement of work. The Board also approve the funds being provided/transferred as presented. – *Brad Brooks*
- 4. Approve the Policy and Acknowledgment for the Wyoming Repeal Gun Free Zones Act. – *Rocio Tripp*

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. Board Member Officer Nominations & Vote

B.

4. EXECUTIVE SESSION

A. Legal Matters:  
1.

B. Real Estate:  
1.

C. Personnel Matters:  
1.