

BOARD OF PUBLIC UTILITIES
CITY OF CHEYENNE, WYOMING
****BOARD MEETING MINUTES****
Monday, July 21, 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:

John Edwards, President	Bryce Dorr, Capital Projects Supervisor
Keith Zabka, Secretary	Vicki Dowdy, Compliance Supervisor
Jeff Fassett, Member	Nate Whittemore, IPP Coordinator
Mary Guthrie, Member	Jake Ward, IPP Specialist
Dixie Roberts, Member	Robert Bray, Biosolids Program Coordinator
Brad Bowen, Administration Manager	Erin Lamb, Admin/Public Affairs Coordinator
Matt Buelow, Water Reclamation Manager	Dr. Mark Rinne, City Council
Frank Strong, Eng. & Water Resources Manager	Elizabeth Lance, BOPU Attorney
Todd Hepworth, Operations & Maintenance Manager	Matt Moore, B&B Sewer
Rocio Tripp, Human Resources Manager	Brett Drake, Attendee
Clint Bassett, Water Treatment Manager	H. Thurston, Attendee

The regular board meeting for the Board of Public Utilities was called to order by John Edwards, President, at approximately 3:00 p.m. Monday, July 21, 2025.

Mr. Edwards noted the first item on the agenda was the consent agenda (CA) and asked if anyone requested that a CA item be removed. Mr. Edwards called for a motion to approve the items on CA. Mary Guthrie moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held on June 16, 2025.
- The director to sign an amendment to the existing service agreement with Climate Control HVAC Services to extend the contract term for one year.
- The director to sign a chemical supplier agreement with Treatment Technology Holding LLC for sodium hypochlorite with a term through December 31, 2025, and a rate of \$3.64 per gallon.
- The director to sign the Permit for Use of Roads, Trails, or Areas Restricted by Regulation or Order with the United States Forest Service Brush Creek/Hayden Ranger District pending BOPU's legal review and approval as to form.

Engineering and Water Resources Manager, Frank Strong, announced the next Regular Board Meeting is scheduled for August 18, 2025, at 3pm.

Mr. Strong introduced attendees.

City Council President, Dr. Mark Rinne, addressed the board.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending June 30, 2025. A motion was made by Keith Zabka and seconded by Jeff Fassett approving the financial statements for the month ending June 30, 2025. The motion carried. The Board members approved the vouchers presented for payment. There was no investment of cash for the month ending June 30, 2025. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President John Edwards 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.

Water Reclamation Manager, Matt Buelow, reported on and answered questions regarding the request to approve and award the DCWRF 2025-02- Compost Turner bid to Kooima Ag in the amount of \$102,000.00. A motion was made by Dixie Roberts and seconded

PRELIMINARY – UNDER IN-HOUSE REVIEW

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by Mary Guthrie to approve and award the DCWRF 2025-02- Compost Turner bid to Kooima Ag in the amount of \$102,000.00. The motion carried.

Capital Projects Supervisor, Bryce Dorr, reported on and answered questions regarding the request to approve and award the Base Bid and Bid Alternate A (Total Contract Price) to Velocity Constructors in the amount of \$2,494,534.00. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve and award the Base Bid and Bid Alternate A (Total Contract Price) to Velocity Constructors in the amount of \$2,494,534.00. The motion carried.

Mr. Strong reported on and answered questions related to the Director's report.

Mr. Bowen reported on and answered questions related to the Administration Division.

Mr. 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.

Matt Moore with B&B Sewer addressed the board.

Mr. Dorr presented on and answered questions related to the Sodium Hypochlorite Project.

The Regular Board meeting adjourned at approximately 4:00 p.m.

John Edwards, President

Keith Zabka, Secretary