

AGENDA FOR BOARD MEETING  
City of Cheyenne Board of Public Utilities  
Monday, December 15, 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:

|               |                 |
|---------------|-----------------|
| John Edwards  | Rocio Tripp     |
| Keith Zabka   | Todd Hepworth   |
| Mary Guthrie  | Matthew Buelow  |
| Jeff Fassett  | Clint Bassett   |
| Dixie Roberts | Erin Lamb       |
| Brad Brooks   | Elizabeth Lance |
| Brad Bowen    |                 |
| Frank Strong  |                 |

HEREWITH THE FOLLOWING:

Minutes of Board Meetings Held:  
November 17, 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 November 17, 2025
  2. Sign the Minutes of the Regular Board Meeting held November 17, 2025
  3. Announcement of Regular Board Meeting: ***Tuesday***, January 20, 2026
  4. 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 November 30, 2025
  2. Vouchers
  3. Investments of Cash: – 11/01/2025-11/30/2025  
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 the director to sign a service contract amendment with PVS DX Inc. for chlorine gas at the price of \$1.1645 per pound with the additional \$5.40 per ton Superfund Fee through December 31, 2026. – *Clint Bassett*
- CA

 2. Approve the director to sign a chemical supplier agreement with Thatcher Company, Inc. for ferric sulfate with a term through December 31, 2026, and rate of \$0.17 per pound. – *Clint Bassett*
- CA

 3. Approve the director to sign a chemical supplier agreement with Thatcher Company, Inc. for soda ash at the rate of \$0.191 per pound with a term through December 31, 2026. – *Clint Bassett*
- CA

 4. Approve release of retainage to CB&I in the amount of \$333,814.95 for the North City Improvements Project – North City Tank, contingent upon successful completion of W.S. 16-6-116 advertisement period. – *Frank Strong*
- 5. Approve Re-titling current positions of Wastewater Plant Maintenance Operator 1 & 2 to Wastewater Plant Maintenance Operator; and Wastewater Plant Maintenance Operator 3 & 4 to Senior Wastewater Plant Maintenance Operator; and approve associated job descriptions and pay grades as presented. – *Matt Buelow*

2. REPORTS (Informational items only)

- A. Director
  - 1. Report
- B. Administration
  - 1. Manager's Report
- C. Engineering & Water Resources
  - 1. Manager's Report
- D. Human Resources
  - 1. Manager's Report
- E. Operations & Maintenance
  - 1. Manager's Report
- F. Water Reclamation
  - 1. Manager's Report
- G. Water Treatment
  - 1. Manager's Report

3. OTHER BUSINESS

A.

4. EXECUTIVE SESSION

A. Legal Matters:

1.

B. Real Estate:

1.

C. Personnel Matters:

1.