

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Monday, December 15, 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 1<sup>st</sup> 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	Frank Strong, Eng. & Water Resource Manager
Keith Zabka, Secretary	Rocio Tripp, Human Resources Manager
Jeff Fassett, Member	Bryce Dorr, Capital Projects Supervisor
Mary Guthrie, Member	Cody Crecelius, WWT Plant Supervisor
Dixie Roberts, Member	Erin Lamb, Admin/Public Affairs Coordinator
Brad Bowen, Administration Manager	Elizabeth Lance, BOPU Attorney
Clint Bassett, Water Treatment Manager	Dr. Mark Rinne, Cheyenne City Council
Matt Buelow, Water Reclamation Manager	Brad Emmons, AVI
Todd Hepworth, Operations & Maintenance Manager	Hui Thurston, Public 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, December 15, 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 Dixie Roberts seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held on November 17, 2025.
- 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.
- 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.
- 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.
- 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.

Administration Manager, Brad Bowen, announced the next Regular Board Meeting is scheduled for *Tuesday, January 20, 2026*, at 3pm due to Holiday closure on January 19. Mr. Bowen announced the Employee meeting is schedule for January 15, 2026.

Mr. Bowen introduced attendees.

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

Mr. Bowen reported on and answered questions regarding the financial statements for the month ending November 30, 2025. A motion was made by Dixie Roberts and seconded by Mary Guthrie approving the financial statements for the month ending November 30, 2025. The motion carried. The Board members approved the vouchers presented for payment. There was no investment of cash for the month ending November 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.

**PRELIMINARY – UNDER IN-HOUSE REVIEW**

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Water Reclamation Manager, Matt Buelow, reported on and answered questions regarding the request to 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. A motion was made by Dixie Roberts and seconded by Keith Zabka to 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. The motion carried.

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

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

Capital Project Supervisor, Bryce Dorr, 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 Board meeting adjourned into Executive Session at approximately 3:45 p.m. to discuss possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) (Matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.)

No action was taken during Executive Session.

The Board meeting Executive Session adjourned at approximately 4:45 p.m.

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John Edwards, President

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Keith Zabka, Secretary