Board of Public Utilities
City of Cheyenne
Board Meeting Minutes
Monday, August 17, 2026

The City of Cheyenne Board of Public Utilities 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/Electric Conference were:

John Edwards, President
Keith Zabka, Secretary
Mary Guthrie, Member
Dixie Roberts, Member
Jeff Fassett, Member
Brad Brooks, Director
Brad Bowen, Administration Manager
Matt Buelow, Water Reclamation Manager
Todd Hepworth, Operations & Maintenance Manager
Frank Strong, Eng. & Water Resources Manager
Rocio Tripp, Human Resources Manager
Clint Bassett, Water Treatment Manager
Vicki Dowdy, Compliance Supervisor
Erin Lamb, Admin/Public Affairs
David Cole, Capital Project Engineer II
Brett Davis, Capital Projects Engineer
Tonia Carter, Human Resource Generalist
Elizabeth Lance, BOPU Attorney
Brad Emmons, AVI
Matt Freeman, FE Warren AFB
Hui Thurston, Trihydro Corp.
Members of the Public

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 20, 2026. It was noted that all board members were present.

Mr. Edwards noted the first item on the agenda was the consent agenda (CA) items and asked if anyone requested any item be removed. Mr. Edwards called for a motion to approve the items on the 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 July 20, 2026

Director Brooks announced the next regular board meeting is scheduled for September 21, 2026.

Director Brooks introduced attendees.

Administration Manager, Brad Bowen, reported on and answered questions regarding the financial statements for the month ending July 31, 2026. A motion was made by Dixie Roberts and seconded by Jeff Fassett approving the financial statements for the month ending July 31, 2026. The motion carried. The board members approved the vouchers presented for payment. There was one (1) investment of cash for the month ending July 31, 2026. $4,000,000.00 was withdrawn from WyoStar I for Vouchers Payable. 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.

Operations and Maintenance Manager, Todd Hepworth, reported on and answered questions regarding request to approve the FY 2026 Pavement Resurfacing bid to STC Construction, Incorporated in the amount of $294,557.00. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve the FY 2026 Pavement Resurfacing bid to STC Construction, Incorporated in the amount of $294,557.00. The motion carried.

Mr. Hepworth reported on and answered questions regarding request to approve the FY27 OM Roofing Replacement Project bid to Residential Roofing in the amount of $62,004.71. A motion was made by Keith Zabka and seconded by Jeff Fassett to approve the FY27 OM Roofing Replacement Project bid to Residential Roofing in the amount of $62,004.71. The motion carried.

Mr. Hepworth reported on and answered questions regarding request to approve the listed items as salvage items and allow items to be auctioned or bid per Wyoming Stat. §15-1-112. In the case no bids for any item(s) are received the item(s) may be disposed of as salvage. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve the listed items as salvage items and allow items to be auctioned or bid per Wyoming Stat. §15-1-112. In the case no bids for any item(s) are received the item(s) may be disposed of as salvage. The motion carried.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding a request to approve Change Orders 03, 04, 05, and 06 increasing the North City Improvements – Transmission Mains contract amount by $216,493.38. The revised contract price is $5,175,702.87. The Substantial and Final Completion dates are adjusted to May 01, 2026 and June 29, 2026, respectively. Staff also recommend a budget transfer as presented. A motion was made by Dixie Roberts and seconded by Keith Zabka to approve Change Orders 03, 04, 05, and 06 increasing the North City Improvements – Transmission Mains contract amount by $216,493.38. The revised contract price is $5,175,702.87. The Substantial and Final Completion dates are adjusted to May 01, 2026 and June 29, 2026, respectively. Staff also recommend a budget transfer as presented. The motion carried.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding a request to approve and authorize the director to sign an Agreement to Provide Services with CGRS, Inc, for the Cathodic Protection System Evaluation for an amount of $33,584. A motion was made by Keith Zabka and seconded by Mary Guthrie to approve and authorize the director to sign an Agreement to Provide Services with CGRS, Inc, for the Cathodic Protection System Evaluation for an amount of $33,584. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve and authorize the director to sign a chemical supplier agreement with Thatcher Company, Inc. for cationic polymer Floquat 4410 through December 31, 2026, at $0.656

per pound. A motion was made by Jeff Fassett and seconded by Dixie Roberts to approve and authorize the director to sign a chemical supplier agreement with Thatcher Company, Inc. for cationic polymer Floquat 4410 through December 31, 2026, at $0.656 per pound. The motion carried.

Mr. Bassett reported on and answered questions regarding request to approve and authorize a budget transfer of $12,000 from account Buildings and Structures to account Contractual Services, to cover the cost of HVAC service through June 30, 2027. A motion was made by Keith Zabka and seconded by Jeff Fassett to approve and authorize a budget transfer of $12,000 from account Buildings and Structures to account Contractual Services, to cover the cost of HVAC service through June 30, 2027. The motion carried.

Human Resources Manager, Rocio Tripp, reported on and answered questions regarding request to approve the Reclassification of Administrative Support Specialist - Grade of 24 – Non-Exempt Plan to Senior Administrative Specialist- Grade of 25- Non-Exempt plan. A motion was made by Mary Guthrie and seconded by Keith Zabka to approve the Reclassification of Administrative Support Specialist - Grade of 24 – Non-Exempt Plan to Senior Administrative Specialist- Grade of 25- Non- Exempt plan. The motion carried.

Mrs. Tripp reported on and answered questions regarding request to approve the Reclassification of GIS Supervisor - Grade of 51 – Exempt Plan to Enterprise GIS & Solutions Supervisor- Grade of 52- Exempt plan. A motion was made by Dixie Roberts and seconded by Jeff Fassett to approve the Reclassification of GIS Supervisor - Grade of 51 – Exempt Plan to Enterprise GIS & Solutions Supervisor- Grade of 52- Exempt plan. The motion carried.

Mrs. Tripp reported on and answered questions regarding request to approve the proposed revisions to the On-Call Policy. A motion was made by Keith Zabka and seconded by Jeff Fassett to approve the proposed revisions to the On-Call Policy. The motion carried.

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.

Mr. Strong reported on and answered questions related to the Engineering and Water Resources Division.

Mrs. Tripp reported on and answered questions related to the Human Resources Division.

Mr. Hepworth reported on and answered questions related to the Operations and Maintenance Division.

Water Reclamation Manager, Matt Buelow, reported on and answered questions related to the Water Reclamation Division.

Mr. Bassett reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned into Executive Session at approximately 4:00 p.m. to discuss possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) and to discuss personnel matters under Wyoming State Statues W.S. 16-4-405 (a) (ii).

The Board meeting Executive Session adjourned at approximately 5:30 p.m.

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

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John Edwards, President

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Keith Zabka, Secretary