Board of Public Utilities
City of Cheyenne
Summary of Board Meeting
Monday, November 16, 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
Rocio Tripp, Human Resources Manager
Frank Strong, Engineering & Water Resources Manager
Clint Bassett, Water Treatment Manager
Bryce Dorr, Capital Projects Supervisor
David Cole, Capital Projects Engineer 2
Brett Davis, Capital Projects Engineer 1
Erin Lamb, Admin/Public Affairs
Tonia Carter, Human Resources Generalist
Beth Lance, Attorney
Pete Laybourn, City Council
Stephanie Pickering, CPA - MHP
Reverend Tom Cronkleton, Cathedral of St. Mary's
CJ Walker, Sunrise Engineering
TJ Stark, Sunrise Engineering
Hui Thurston, TriHydro Corporation
Dianna Madvig, Apta Health
Cindy Gordon, Apta Health

The Board approved by consent agenda:

- The minutes of the Regular Board Meeting held on October 19, 2026
- The salvage of water treatment lab equipment at listed. In the case that no bids are received, items may be disposed of using electronic waste processes at the City of Cheyenne Transfer Station.
- The selection of Legacy Partner Holding LLC. as the Board's health insurance broker and consultant as a result of the Request for Qualifications process and authorize the Director to execute the Professional Services Agreement, pending legal approval.
- A 50% discount rate for water used at Olivet Cemetery for the period January 1, 2027, to December 31, 2029.

The Board approved the financial statements for the month-end October 31, 2026, as presented. The Board approved the vouchers for payment.

The Board approved and accepted the FY 2026 audited financial statements as presented on November 16, 2026.

The Board approved the final deductive balancing change order with Aztec Construction in the amount of ($926,775.93) as well as the release of the remaining retainage in the amount of $73,597.75, subject to the successful completion of the W.S.16-6-116 advertisement period.

The Board approved and awarded the Sherard Roof Replacement Project to Big Horn Roofing in the amount of $1,527,595.00, including a budget transfer of $100,000 as presented.

The Board approved Change Order No. 7 to Velocity Constructors, Inc. increasing the Sherard WTP Onsite Sodium Hypochlorite Generators Installation contract amount by $42,364.00. The revised contract price is $2,572,540.00.

The Board approved and awarded the FY 2027 Vehicle Bids as presented.

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The Board meeting adjourned into Executive Session at approximately 4:30 p.m. to discuss personnel matters under Wyoming State Statues W.S. 16-4-405 (a)(ii), possible litigation matters under Wyoming State Statutes W.S. 16-4-405(a)(iii) and possible Real Estate matters under Wyoming State Statutes W.S. 16-4-405(a)(vii) (To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price).

No action was taken during Executive Session.

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