

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
\*\*BOARD MEETING MINUTES\*\*  
Monday, June 17, 2024  
PAGE 1

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:

Allan Cunningham, President	Casey Whitman, Source of Supply Supervisor
Keith Zabka, Secretary	Bryce Dorr, Capital Projects Supervisor
Mary Guthrie, Member	David Cole, Capital Projects Engineer II
John Edwards, Member	Brett Davis, Capital Projects Engineer
Brad Bowen, Administration Manager	Elizabeth Lance, Attorney, Lance & Hall
Matt Buelow, Water Reclamation Manager	Erin Lamb, Admin/Public Affairs Coordinator
Todd Hepworth, Operations & Maintenance Manager	Dr. Mark Rinne, Cheyenne City Council
Kathy Kellner, Human Resources Manager	John Lauletta, Asset Guard

The regular board meeting for the Board of Public Utilities was called to order by Allan Cunningham, President, at approximately 3:00 p.m. Monday, June 17, 2024.

Mr. Cunningham noted the first item on the agenda was the consent agenda (CA) and asked if anyone requested that a consent agenda item be removed. Capital Projects Supervisor, Bryce Dorr, requested item F1 (Outside Users Agreements) be removed for discussion purposes. Mr. Cunningham called for a motion to approve the items remaining on CA. John Edwards moved and Keith Zabka seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held May 20, 2024.

Administration Manager, Brad Bowen, announced the employee appreciation BBQ is scheduled for July 11, 2024 at 11:00am, and the next Regular Board Meeting is scheduled for July 15, 2024, at 3:00pm.

Mr. Bowen introduced the attendees.

City Councilman, Dr. Mark Rinne, addressed the Board.

Mr. Bowen reported on and answered questions regarding the financial statements for the month ending May 31, 2024. A motion was made by John Edwards and seconded by Keith Zabka approving the financial statements for month-end May 31, 2024, as presented. The motion carried. The Board members approved the vouchers presented for payment. There were no investments of cash for the month ending May 31, 2024. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Allan Cunningham 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.

Mr. Dorr reported on and answered questions regarding request to approve and authorize the Director to sign the Outside User Agreement with Laramie County (Archer Complex) and Robert A. GrandPre (Lot 1, Block 1, Green Subdivision 4<sup>th</sup> Filing), contingent on approval by the Board's attorney. It was noted the outside user agreement was for sewer services only, and a correction would be made to the agreement documentation. A motion was made by Keith Zabka and seconded by John Edwards to approve and authorize the Director to sign the Outside User Agreement with Laramie County (Archer Complex) and Robert A. GrandPre (Lot 1, Block 1, Green Subdivision 4<sup>th</sup> Filing), contingent on approval by the Board's attorney. The motion carried.

Capital Projects Engineer, Brett Davis, reported on and answered questions regarding request to approve Change Order #3 for the Floc Tank 2 Rehabilitation project

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Monday, June 17, 2024  
PAGE 2

A motion was made by John Edwards and seconded by Keith Zabka to approve Change Order #3 for the Floc Tank 2 Rehabilitation project. The motion carried.

Mr. Davis reported on and answered questions regarding request to approve release of retainage to Coblaco Services, Inc. in the amount of \$31,449.47 for the Floc Tank 2 Rehabilitation project, subject to the successful completion of W.S. 16-6-116 advertisement period. A motion was made by Keith Zabka and seconded by John Edwards to approve release of retainage to Coblaco Services, Inc. in the amount of \$31,449.47 for the Floc Tank 2 Rehabilitation project, subject to the successful completion of W.S. 16-6-116 advertisement period. The motion carried.

Water Reclamation Manager, Matt Buelow, reported on and answered questions regarding request to approve and award the CCWRF Reuse Tank Coating project to Asset Guard in the amount of \$240,018.79 and approve the associated budget transfer as presented. A motion was made by John Edwards and seconded by Keith Zabka to approve and award the CCWRF Reuse Tank Coating project to Asset Guard in the amount of \$240,018.79 and approve the associated budget transfer as presented. The motion carried.

Mr. Bowen reported on the release of retainage and contracts, easements, change orders and amendments that were approved in the amount of \$25,000 or less.

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.

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

Board Member, Mary Guthrie, joined the meeting.

Human Resources Manager, Kathy Kellner, reported on and answered questions related to the Human Resources Division.

Operations & 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.

Source of Supply Supervisor, Casey Whitman, reported on and answered questions related to the Water Treatment Division.

The Board meeting adjourned at approximately 3:45 p.m.

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Allan Cunningham, President

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Keith Zabka, Secretary

**PRELIMINARY – UNDER IN-HOUSE REVIEW**