

**Campbell County Public Land Board (CCPLB)  
and Quarterly Board of Commissioners Meeting Minutes  
September 13, 2018**

Members	Staff
<b>Present:</b> Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee, Nathan McLeland	<b>Present:</b> Jeff Esposito, ReNae Keuck, Greg Rook, Kathy Ashton
Legal Counsel	Guests
<b>Present:</b> Frank Stevens	<b>Present:</b> Mark Christensen <i>County Liaison</i> ; Patrick Filbin representing the <i>News-Record</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	<b>Call to Order/Attendance</b>	The CCPLB meeting was called to order at 6:32 PM MDT on June 14, 2018, by Chair Kevin Couch.		
2.	<b>Approval of CCPLB Agenda</b>	The September 13, 2018, agenda was reviewed and revised. Under Board Process, Item A, "Financial Discussion" was added.	Mrs. Camblin made a motion to approve the revised September 13, 2018, agenda. Mrs. Silvernell seconded the motion, and it passed unanimously.	
3.	<b>Approval of Minutes</b>	The August 9, 2018, CCPLB meeting minutes were reviewed.	Mrs. Silvernell made a motion to approve the August 9, 2018, meeting minutes as presented. Mr. Allee seconded the motion. The motion passed unanimously.	
4.	<b>Consent Agenda</b>	<p><b>A. Approval of Warrants:</b> The Warrants for the September 13, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> <li>- September 2018 Accounts Payable Voucher Numbers 47920-48008 (General Fund/Special Events) in the amount of \$70,717.22.</li> <li>- September 2018 Manual Purchase Order Numbers 9985-10010 in the amount of \$266,620.78.</li> <li>- September 2018 Payroll Warrants in the amount of \$242,136.64 for the period of 7/15/2018-8/25/2018.</li> </ul>	<b>A.</b> Mr. Pownall made a motion to approve the September 13, 2018, Warrants. Mrs. Camblin seconded the motion, and it passed unanimously.	
5.	<b>Citizen Input</b>	None		

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6.	<b>Board Process</b>	<p><b>A.</b> The Board had a financial discussion per Mr. Pownall's request to readdress the Board moving forward with different options on CAM-PLEX investment strategies. He voiced this effort would help the funding agencies and citizens of this community. The cost to refurbish buildings now is comparable to the cost of what it was to build in the 80's. Currently our investment returns are at only .08%. He requested the Board's input as to whether or not staff should move forward on this.</p> <p>Comptroller, ReNae Keuck, has been researching options. She reported piggybacking with the County's plan was not an option because of different tax ID numbers. We are working with Wyoming Government Investment Fund (WIGF) with our Special Events checking account which is giving a higher return rate. Two organizations have also come in to discuss different investment vehicles to increase finances: American National Bank and Pinnacle Bank. Mrs. Keuck would like direction to see if the Board would want the process started to do an RFP.</p> <p>Commissioner Christensen explained further why CAM-PLEX could not piggyback on their plan. He provided a possible option of choosing WYO-STAR II which may provide higher return vehicles such as bonds and is geared towards long-term investments. The program is called the Long-term Local Investment Pool with WYO-STAR. Best returns are Bonds and Commercial Paper for the County.</p> <p>There are three CAM-PLEX accounts with WYO-STAR. 1.) The Wyoming Center Reserve Fund (Board has complete control over) and the other two are the Children's Series and Operations Funds (Needs approval for any changes by the Board, City, and County). Investment restrictions are limited for government entities. The Board agreed to have staff move forward to draft an RFP for better options for higher returns and presented it to the Board at a later date. If companies would like to present to the Board, they are welcome.</p>		<p><b>A.</b> Mrs. Keuck may request a copy of the County's RFP from PFM to assist with drafting an RFP.</p>

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		<p><b>B.</b> Governance Committee Board processes were reviewed. The Board had some discussion at the pre-meeting workshop regarding policy updates. Mr. Hamm reiterated more policy changes during the meeting. He requested members to contact himself, Mrs. Silvernell, or Mr. Allee if they have questions or additions before the meeting in October. Some addendums were recommended by the committee and will be presented at the October meeting.</p> <p><b>C.</b> Follow-up items from the previous meeting.</p> <p><b>i.</b> Mr. Esposito reported on the old marquee. To restore it functionality, the cost is around \$3,150 for parts-labor not included. The controller in the marquee needs to be replaced as it does not connect to the building and any changes must be done directly on the marquee. Mr. Esposito is evaluating moving forward and where repair funds could come from, such as existing capital funds. Commissioner Christensen suggested possibly using Special Events money instead of capital.</p> <p><b>ii.</b> Wyoming Community Foundation Endowment (WCFE) update. ReNae has been doing research with Misty Gehle, WCFE Chief Financial Officer. She explained our account was set up in 1993 for long term investments. When it reached a certain point each year, a designated amount of the investment could go back into the Arts in Education program. Mrs. Keuck also discovered a 2-page list of donations were made throughout the years to that fund by various donors. Once donations are sent there, they cannot be withdrawn. However, an annual distribution from the account can be taken once it reaches a calculated amount. In 2015 WCFE notified Jaymi Gilmour, previous Theater Manager, CAM-PLEX could start receiving a distribution from this account if the Board approved it. Then annually, on December 31, a 4% distribution is given of the last 20 rolling quarter average. Ms. Gilmour initially replied “yes” to receiving the funds and later called back and said “no”. The calculation of funds had been turned on since</p>		<p><b>B.</b> Board members will review CCPLB policies before the October meeting and provide the Governance Committee any changes or recommendations.</p>

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		<p>2015 because of the initial confirmation. The Board approved at the July 14, 2018, meeting to take yearly distributions. A lump sum of approximately \$31,000 is available, but it would reduce the annual distribution amount. If we request the amount offered in 2017, it would be around \$10,000 and automatically be received annually every February. The Marketing team is looking at the best possibilities to use the funds. Mrs. Keuck also inquired if the funds could be used to provide a big show for the Heritage Center's grand opening after the remodel. Funds are to be used for the Arts In Education program only; however, they agreed the funds could be used for that event.</p> <p><b>D.</b> Contracting/Purchasing Decisions: Windmill Shower Building Underground Sewer Drain Piping Replacement Bid. Mr. Rook reported the two qualifying bids were both over the budgeted amount. There were some venting issues that were initially overlooked in the initial scope, thus, the reason for the additional cost. He recommends denying all bids and seeing what his staff can do in prep work to bring the cost down and rebid at a later date. The plumbing needs to be done by a licensed plumber.</p>	<p><b>D.</b> Mr. Pownall made a motion to reject all Windmill Shower Building Underground Sewer Drain Piping Replacement bids. Mrs. Silvernell seconded the motion, and it passed unanimously.</p>	
7.	<b>Operations Report/Update</b>	<p><b>A.</b> GM Jeff Esposito discussed the following items:</p> <ul style="list-style-type: none"> <li><b>i.</b> CAM-PLEX Event Data for August 2018 was reported to the Board and the highlights were given. Some numbers are down in some year-to-date categories but nothing concerning. The Theater Season calendar was distributed throughout the community and the Marketing team did a phenomenal job on the design. Fizz Bomb highlights: broke the pattern record 3 times-14.79 is the new record, no equipment failure, no ER visits, good pace, great tractor work, more participants this year with strong possibilities for future growth. CAM-PLEX will host Ty Yost Production's of the National Team Roping Tour (3-day team roping event) and call it Coal County Classic Thanksgiving weekend. \$8,000 added to entice teams. CAM-PLEX is providing \$5,000. Barn rental is \$2,000 plus stall</li> </ul>		

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		<p>rentals should cover the cost. Prizes of saddles and buckles will be provided. There will also be an all-girls roping.</p> <p>ii. The General Manager's Report was provided to the Board. Sport Court floor arrived today and are stored in the new Conex's. Mr. Esposito would like to make the reveal of the new sport floors as an event and invite potential users and sponsors (Commissioners, City Council, Rec Center, CC School District, etc.). The Manufacture will demonstrate how to use/put together the floors. He would like to have the event around the soccer tournament scheduled the 2<sup>nd</sup> week of February. Mrs. Camblin suggested maybe signing a tile. Mr. Couch informed the group the attendance of the soccer event from surrounding communities and states is looking strong. Mr. Rook informed the Board he has been looking at the lighting protection and netting prices. With purchase of the Conex for storage and the aforementioned items, the cost is projected to exceed the approved amount by over \$2,000-\$5,000. He requested approval from the Board to increase the approved \$200,000 Sport Court flooring amount.</p> <p>Mr. Esposito reported on community outreach events. Party of the Plex summer event is over and will continue next year. More ideas involving the community in the winter include the use of our kitchen for cooking classes/meal prep and inviting community kitchen groups such as Climb Wyoming, Extension Office, Sensible Nutrition, to get together and use this facility. Looking for other things to do in the winter.</p> <p>East Pavilion and Barn 3 have had heat complaints. Johnson Controls System is set up to email staff if out of spec and staff can respond. The heating</p>	<p><b>Ali.</b> Mr. Pownall made a motion to approve the maximum project costs not to exceed an additional \$5,000 above the original \$200,000 approved amount in the July Board meeting. Mr. Hamm seconded, and it passed unanimously.</p>	

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		<p>plan: unoccupied the temp is 55°, rider occupied 60° and spectator area 68°.</p> <p>Timeline for community readiness grant was reviewed.</p> <p>The lease for the County Shuttle was approved and will be an added amenity for CAM-PLEX guests. The van can be swap from the pool, too, and schedule for additional vehicles as well. The County can also still use the shuttle given to CAM-PLEX.</p>	<p>Mr. Hamm made a motion to accept the shuttle van lease as presented. Mr. Allee seconded, and it passed unanimously.</p>	
8.	<b>Matters for Noting</b>	<p><b>A.</b> Major Correspondence</p> <p style="padding-left: 20px;"><b>i.</b> Letter from Senator Mike Enzi congratulating CAM-PLEX on a job well done during the Monaco RV Rally. The Board appreciated the recognition.</p> <p><b>B.</b> Board Calendar:</p> <p style="padding-left: 20px;"><b>i.</b> <b>a.</b> The October CCPLB Meeting will be at 6:30 PM MDT on October 11, 2018, with the pre-meeting workshop at 6:00 PM MDT.</p> <p style="padding-left: 20px;"><b>b.</b> The November CCPLB Meeting will be at 6:30 PM MDT on November 8, 2018, with the pre-meeting workshop at 6:00 PM MDT.</p> <p style="padding-left: 20px;"><b>ii.</b> The Annual Board Planning Meeting is scheduled for TBD.</p>		<b>8.Bii.</b> Mr. Couch and Mr. Esposito will work together to find a date.
9.	<b>Adjournment</b>	CCPLB meeting was adjourned at 7:21 PM MDT.		

Respectfully submitted,

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Charlene Camblin, Secretary