

Campbell County Public Land Board (CCPLB)
Meeting Minutes
November 8, 2018

Members	Staff
Present: Kevin Couch, Don Hamm, Skyler Pownall, Mary Silvernell, Troy Allee, Charlene Camblin, Nathan McLeland	Present: Jeff Esposito, ReNae Keuck, Kathy Ashton
Legal Counsel	Guests
Absent: Frank Stevens	Present: Patrick Filbin representing the <i>News-Record</i> ; Ed Kirchoff and Ron Rye representing <i>Gillette Thunder Speedway</i>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The CCPLB meeting was called to order at 6:30 p.m. MDT on November 8, 2018, by Chair Kevin Couch.	
2.	Approval of CCPLB Agenda	The November 8, 2018 agenda was reviewed and revised. The Board changed Item 9 to Executive Session for personnel and moved Adjournment to Item 10.	Mrs. Camblin made a motion to approve the revised November 8, 2018 agenda. Mrs. Silvernell seconded the motion, and it passed unanimously.
3.	Approval of Minutes	The October 11, 2018 CCPLB meeting minutes were reviewed.	Mr. McLeland made a motion to approve the October 11, 2018 meeting minutes as presented. Mr. Hamm seconded the motion, and it passed unanimously.
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the November 8, 2018 meeting were reviewed.</p> <ul style="list-style-type: none"> - November 2018 Accounts Payable Voucher Numbers 48098-48186 (General Fund/Special Events) in the amount of \$35,343.73. - November 2018 Manual Purchase Order Numbers 10032-10051 in the amount of \$167,781.83. - November 2018 Payroll Warrants in the amount of \$176,632.49 for the period of 9/23/2018-10/20/2018. <p>Clarifications were made on a couple of items:</p> <ul style="list-style-type: none"> • The listing of vendor "Seating Solutions" was for the bleachers that were repaired from damages this summer and "Artist Fees" is the cost to bring in the shows for the theater. 	<p>A. Mrs. Silvernell made a motion to approve the November 8, 2018 Warrants. Mrs. Camblin seconded. Mr. Pownall recused himself. The motion passed.</p>

Campbell County Public Land Board (CCPLB)
Meeting Minutes
November 8, 2018

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
5.	Citizen Input	<p>Gillette Thunder Speedway representatives, Ed Kirchoff and Ron Rye, requested approval for a donated building to be placed on the leased property. It is a used, red steel building which will gain a new tin roof once put in place. Currently, there is a concrete pad on site and additional concrete piers will be added to secure the building to the ground because of the wind. It will be a cold storage unit to store equipment and work on cars. No large quantities of fuel will be stored, per agreement, but 5 gallons of fuel will be on site for equipment. The building will be visible from the highway and located in the pit area. The Speedway has a 10-year lease on CAM-PLEX property which first began November 19, 2002. The Board is supportive of this request and wishes the group best of luck.</p>		
6.	Board Process	<p>A. The Board discussed the updated CCPLB Investment Policies. The County provided staff with their policy and it was mirrored to fit CAM-PLEX. The policy changes given to the Board were highlighted in yellow. The policy wording allows more flexibility for CCPLB investments which will follow guidelines within the Wyoming State Statutes such as corporate bonds, etc. These policies will be attached to the RFP.</p> <p>B. The following RFP dates were discussed by Comptroller, ReNae Keuck, to the Board. The RFP will go out on 11/12/18; final date for receipt of inquiry's 11/26/18; proposals due 12/3/18, oral presentation, if needed, to the Board on 12/13/18 at the December Board meeting; RFP to be awarded by the Land Board on 1/10/19. Mrs. Keuck reiterated the \$3 million in the Wyoming Center Trust Fund which the Board already has control over. The Board thanked Mrs. Keuck for her efforts in this process along with Mr. Pownall.</p> <p>C. The following agenda items were discussed to be added to the December Quarterly Commissioner's meeting.</p> <ol style="list-style-type: none"> 1. Current status of our grant application. 2. Any budget direction from the Commissioners. 3. Members to pass on any additional items. 	<p>A. Mr. Pownall made a motion to approve the updated CCPLB Investment Policies as presented. Mrs. Camblin seconded the motion, and it passed unanimously.</p>	<p>B. Mrs. Keuck will send out the RFP on 11/12/2018 and track incoming proposals.</p>

Campbell County Public Land Board (CCPLB)
Meeting Minutes
November 8, 2018

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>D. Follow up items from previous meeting.</p> <p style="padding-left: 20px;">i. None.</p> <p>E. There were no contracting or purchasing decisions.</p>		
7.	Operations Report/Update	<p>A. GM Jeff Esposito discussed the following items:</p> <p style="padding-left: 20px;">i. Mr. Esposito expanded on his General Manager's report to the Board.</p> <ul style="list-style-type: none"> • He informed the Board of the decision to cancel the Performing Arts Workshop (PAW) program for the summer of 2019 because of the Heritage Center remodel. Staff sought ways for the program to take place in other spaces, but concluded the best solution was to not have it this upcoming year. Staff is seeking alternative workshops that may be only a week long. • The Event Data Report previously given in past meetings were discontinued. Data to create this form was a manual process by several employees and took many hours. The new CRM program, once it is up and running, will be able to generate a much more accurate report with less manhours. • Windmill Shower Project is coming along nicely and on budget. Concrete quotes are coming in. • A new event is possibly coming in 2019 or 2020: Vintage Camper Trailer Rally. They have their own magazine and have a good following. This event will be a nice rally with a lot of public interest. Coordinating an old car show was suggested as a possibility to tie in with the rally if it comes. 		
8.	Matters for Noting Board Meeting	<p>A. Major Correspondence</p> <p style="padding-left: 20px;">i. None</p>		

Campbell County Public Land Board (CCPLB)
Meeting Minutes
November 8, 2018

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>B. Board Calendar:</p> <p>ia. The December 13, 2018 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the quarterly meeting with the Commissioners at 6:00 p.m. MDT.</p> <p>i.b. The January 10, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 p.m. MDT.</p> <p>ii.a. The Annual Board Planning Meeting: December 11, 2018, at 11:30 a.m. in the Board Room. Lunch will be provided.</p> <p>ii.b. The Annual CCPLB/Staff Planning Meeting: January 31, 2019, at 5:00 p.m. in the Wyoming Center Frontier Hall Lobby. Dinner will be provided</p> <p>ii.c. The Annual CCPLB/Manager Budget Meeting: February 21, 2019, at 5:00 p.m. in the Board Room. Dinner will be provided.</p>		<p>ii.a. Mr. Couch will work on an agenda. He would like to talk more about sports tourism, plus 4-5 other topics.</p>
9.	Executive Session	At 7:00 p.m. MDT the Board made a motion to go into Executive Session for personnel.	Mr. Hamm made a motion to go into Executive Session. Mrs. Silvernell seconded, and it passed unanimously.	
9.	Adjournment	CCPLB meeting was adjourned at 7:00 p.m. MDT. Executive Session adjourned at 7:25 p.m. MDT.		

Respectfully submitted,

Charlene Camblin, Secretary