

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

Members	Staff
Present: Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee, Nathan McLeland	Present: Jeff Esposito, Kathy Ashton
Legal Counsel	Guests
Absent: Frank Stevens	Present: Patrick Filbin representing the <i>News-Record</i> ; Charity Stewart representing <i>County 17</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 December 13, 2018, by Chair Kevin Couch. This will be Mr. McLeland's last meeting, as he was appointed to the open City Council position starting next month. All Board members were appreciative of Mr. McLeland's service on this Board and wished him well at his next position.		
2.	Approval of CCPLB Agenda	The December 13, 2018, agenda was reviewed and revised. The Board changed Item 9 to Executive Session for personnel and moved Adjournment to Item 10.	Mrs. Silvernell made a motion to approve the revised December 13, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	Approval of Minutes	The November 8, 2018, CCPLB meeting minutes were reviewed.	Mrs. Camblin made a motion to approve the November 8, 2018, meeting minutes as presented. Mr. Allee seconded the motion. The motion passed unanimously.	
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the December 13, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> - November 2018 Accounts Payable Voucher Numbers 48187-48275 (General Fund/Special Events) in the amount of \$114,847.74. - November 2018 Manual Purchase Order Numbers 10052-10078 in the amount of \$201,767.62. - November 2018 Payroll Warrants in the amount of \$144,142.00 for the period of 10/21/2018-11/17/2018. <ul style="list-style-type: none"> • <i>Here I Ago Again, LLC</i> warrant was clarified as being the artist fees for Rock of Ages performance in the theatre. 	A. Mr. Hamm made a motion to approve the December 13, 2018, Warrants. Mrs. Silvernell seconded. Mr. Pownall recused himself from approval of the HUB warrant. The motion passed.	

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		<ul style="list-style-type: none"> • The bill for asphalt was also discussed. Staff had asked the City Engineer about combining the project with the City. The City Engineer was convinced there would not be any savings and relayed that to staff. Mr. Esposito is hopeful that upcoming projects could be included with future City projects. <p>B. Approval of the November 8, 2018, Executive Session Minutes.</p>	<p>B. Mr. Pownall made a motion to approve the November 8, 2018, Executive Session minutes. Mrs. Camblin seconded the motion. The motion passed unanimously.</p>	
5.	Citizen Input	Chairman Couch encouraged the news representatives to attend the Sport Court reveal tomorrow at the Wyoming Center.		
6.	Board Process	<p>A. Mr. Esposito reported on the Investment RFP process. Comptroller, ReNae Keuck, has received proposals from PFM Asset Management, LLC, and ANB Financial Services. She is expecting Pinnacle Bank to submit one as well. Mrs. Keuck asked for assistance from one or two Board members to go through the RFP's with her. They will report on and give their recommendations to the Board at the January meeting. Mr. Pownall will assist Mrs. Keuck with the process.</p> <p>B. Agenda items for CCPLB/Staff Planning Meeting should be email to Mr. Esposito and/or Mrs. Ashton. Add "CAM-PLEX Road Improvement Discussion" to the agenda.</p> <p>C. Follow-up items from the previous meeting.</p> <ul style="list-style-type: none"> i. None. <p>D. There were no contracting or purchasing decisions at this meeting.</p>		<p>A. Mrs. Keuck will contact Mr. Pownall and set meeting times to go over the Investment RFP's.</p> <p>B. Board members will email Mr. Esposito and/or Mrs. Ashton with any requested agenda items.</p>
7.	Operations Report/Update	<p>A. GM Jeff Esposito discussed the following items from his General Manager's Report.</p> <ul style="list-style-type: none"> • Mr. Esposito and Mrs. Keuck's trip to Laramie to speak in front of WBC Board went well. Mayor Carter-King, Commissioner Shober, and City Administrator Davidson attended and did an excellent job supporting the grant. Although the 		<p>A. Mr. Esposito will assist in travel/carpool arrangements and hotels.</p>

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		<p>WBC staff made a recommendation to the WBC Board not to fund, the WBC Board put up a vote to fund at \$2 million. The vote tied, so it did not pass. The final decision to approve this grant will be on January 17th in Cheyenne in front of the SLIB Board. All who attended recommend a strong presence at this meeting. The Board recommended reaching out and educating supporters for this grant and to encourage SLIB members to vote for approval. Plans are to travel and carpool on the 16th.</p> <ul style="list-style-type: none"> • <u>Sales and Marketing</u>: “In The Nick of Time” event doubled booths sales from last year; RV camping spaces can be booked online for PGI. Opening day of PGI camping brought in \$27,000 in camping reservations and eliminated much of the administrative burden. Staff would like to add online booking for stalling and general riders; Teachers are uploading their contracts, event needs, and drawings online as well. Teaming up on events like Crazy Daisy which doubled the size of what they could do at their own store. It added value to the wreath exhibit and provided a nice environment for them as well. • <u>Status of the old marquee</u>: The sign works, however, it is the communication between the building to the sign where the problem lies and there are no updates available for the software. Staff will ask the City and County for Special Event funds or capital to fund fixing the sign. The marquee is an asset, so after it is fixed, plans will be made to dress it up. 		
8.	Matters for Noting	<p>A. Major Correspondence</p> <p style="padding-left: 20px;">i. None</p> <p>B. Board Calendar:</p> <p style="padding-left: 20px;">i. <u>Upcoming Board Meetings:</u></p>		

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		<ul style="list-style-type: none"> a. 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. b. The February 14, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 p.m. MDT. ii. <u>Other Meetings/Events:</u> <ul style="list-style-type: none"> a. The Annual CCPLB/Staff Planning Meeting: January 31, 2019, at 5:00 p.m. in the Wyoming Center Frontier Hall Lobby. b. The Annual CCPLB/Manager Budget Meeting: February 21, 2019, at 5:00 p.m. in the Board Room. 		
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 for personnel. Mrs. Silvernell seconded, and it passed unanimously.	
10.	Adjournment	CCPLB meeting was adjourned at 6:52 PM MDT. Executive Session for personnel meeting adjourned at 7:52 PM MDT		

Respectfully submitted,

Charlene Camblin, Secretary