

**Campbell County Public Land Board (CCPLB)**  
**Meeting Minutes**  
**February 14, 2019**

Members	Staff
<b>Present:</b> Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee, Robert Quintana	<b>Present:</b> ReNae Keuck, Greg Rook, Heather Kuhrt
Legal Counsel	Guests
<b>Present:</b> Frank Stevens	<b>Present:</b> Bob Maul <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 6:33 p.m. MDT on February 14, 2019, by Chair Kevin Couch.		
2.	<b>Approval of CCPLB Agenda</b>	The February 14, 2019, agenda was reviewed.	Mrs. Camblin made a motion to approve the February 14, 2019, agenda. Mrs. Silvernell seconded the motion. The motion passed unanimously.	
3.	<b>Approval of Minutes</b>	<p><b>A.</b> The January 10, 2019, CCPLB meeting minutes were reviewed.</p> <p><b>B.</b> The January 31, 2019, Board/Staff Planning meeting minutes were reviewed.</p> <p><b>C.</b> The February 11, 2019, Board/City/County Remodel meeting minutes were reviewed.</p>	<p><b>A.</b> Mr. Pownall made a motion to approve the January 10, 2019, meeting minutes as presented. Mrs. Camblin seconded the motion. Mr. Quintana recused himself from the approval of the minutes. The motion passed.</p> <p><b>B.</b> Mrs. Camblin made a motion to approve the January 31, 2019, meeting minutes as presented. Mr. Pownall seconded the motion. Mr. Quintana recused himself from the approval of the minutes. The motion passed.</p> <p><b>C.</b> Mr. Pownall made a motion to approve the February 11, 2019, meeting minutes as</p>	

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			presented. Mr. Quintana seconded the motion. Mrs. Silvernell, Mrs. Camblin, and Mr. Allee recused themselves from the approval of the minutes. The motion passed.	
4.	<b>Consent Agenda</b>	<p><b>A. Approval of Warrants:</b>            The Warrants for the February 14, 2019, meeting were reviewed.</p> <ul style="list-style-type: none"> <li>- January 2019 Accounts Payable Voucher Numbers 48365-48453 (General Fund/Special Events) in the amount of \$224,553.70.</li> <li>- January 2019 Manual Purchase Order Numbers 10096-10119 in the amount of \$231,076.03.</li> <li>- January 2019 Payroll Warrants in the amount of \$160,622.55 for the period of 12/16/2018-1/26/2019.</li> </ul>	<p><b>A. Mr. Pownall made a motion to approve the February 14, 2019, Warrants. Mrs. Camblin seconded the motion. The motion passed unanimously.</b></p>	
5.	<b>Citizen Input</b>	None		
6.	<b>Board Process</b>	<p><b>A. Investment RFP Approval</b></p> <ul style="list-style-type: none"> <li>i. The Investment RFP went out for bid November 2018. Mrs. Keuck and Mr. Pownall reviewed two bids (PFM and American National Bank) and recommended PFM for approval. The main reason PFM recommended was because of the short-term investments being with WGIF Investing Department, where some of our funds are currently invested. PFM has no fees and a great rate of 2.4%. American National Bank had fees attached that would add up to about \$9,600 a year. Long term investments with PFM would be collateralized CD's, which would include a fee, but never over 0.15%. The Wyostar Wyoming Center Reserve Fund of about \$3 million will be the account invested because this is the only account the Board has full control. The other accounts will need City and County approval before investing, so that may be invested later.</li> </ul> <p><b>B. Review 2019/2020 Budget Presentation</b></p> <ul style="list-style-type: none"> <li>i. Mrs. Keuck handed out the new budget binders to Board members. The overall budget is about \$73,000 less than last year. The biggest reason for</li> </ul>	<p><b>A. Mr. Pownall made a motion to approve the RFP bid proposal from PFM. Mrs. Silvernell seconded the motion. Mr. Couch recused himself from the approval of the RFP bid. The motion passed.</b></p>	

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6.	<b>Board Process</b>	<p>the difference is the benefit enrollment went down because of staff turnover. The workers comp rate went from 4.26% to 3.62%. The cash carryover was more this year due to all the position vacancies during the 2017-2018 fiscal year. There can still be a lot of changes, budget amounts could go up if the County allows for merit raises this year. The revenue and expense lines were reduced to \$0 for Energy Hall and the Heritage Center due to the remodel, and part of those were moved to the Wyoming Center line. Other things added were some funds for employee training and to the Board expense line for catered meals. Projections for the utility lines will be looked at over the next few months and adjusted where needed. The capital budget also stayed about the same. The \$3 million cash match was included in the capital budget as requested from the funding entities. If you have any budget questions, please call Mrs. Keuck.</p> <p><b>C. Agenda Items for the March Quarterly Commissioner’s Meeting</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Suggested giving an update of how remodel plans are moving forward. Any other requests should go to Kathy Ashton to be put on the agenda.</li> </ul> <p><b>D. Follow-up items from the previous meeting.</b></p> <ul style="list-style-type: none"> <li><b>i.</b> None</li> </ul> <p><b>E. Contracting/Purchasing Decisions.</b></p> <ul style="list-style-type: none"> <li><b>i. Asphalt Repair</b> <ul style="list-style-type: none"> <li><b>a.</b> The base bid would repair asphalt for a portion of Windmill Drive. Alternate 3 was the amount to add or subtract for doing the base bid coverage in concrete instead. At this time doing concrete will cost more. Going with asphalt for the base bid will allow us to add alternate 2 (asphalt portion of Broken Spur Road) within our budget. The engineers recommend we accept the base bid and alternate 2 from Croell.</li> </ul> </li> </ul>	<p><b>E.</b> Mrs. Camblin made a motion to approve the CAM-PLEX Asphalt Repair bid from Croell for the amount of \$318,252.50. Mrs. Silvernell seconded the motion. Mr. Pownall recused himself from the approval of the Asphalt Repair. The motion passed.</p>	

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7.	<b>Operations Report/Update</b>	<ul style="list-style-type: none"> <li>i. Comptroller ReNae Keuck discussed the following items from GM Jeff Esposito's General Manager's Report.               <ul style="list-style-type: none"> <li>a. Mr. Esposito was in Cheyenne for a GALI trip, Mrs. Keuck gave an update. Keith Howard is our new Sales Manager for the sports segment. Upcoming events: the first indoor softball tourney with a cornhole tournament. They will use one hall with the sports court flooring. The Ducks Unlimited Banquet has doubled in size this year and is this Saturday, February 16<sup>th</sup>.</li> </ul> </li> <li>ii. Quarterly Financial Summary Report               <ul style="list-style-type: none"> <li>a. This reports through the end of December 2018. There were no concerning changes.</li> </ul> </li> </ul>		
8.	<b>Matters for Noting</b>	<ul style="list-style-type: none"> <li><b>A. Major Correspondence</b> <ul style="list-style-type: none"> <li>i. None</li> </ul> </li> <li><b>B. Board Calendar:</b> <ul style="list-style-type: none"> <li>i. <u>Upcoming Board Meetings:</u> <ul style="list-style-type: none"> <li>a. The March 14, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the Quarterly Commissioners Meeting at 6:00 p.m. MDT.</li> <li>b. The April 11, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 p.m. MDT.</li> </ul> </li> </ul> </li> </ul>		
		<ul style="list-style-type: none"> <li>ii. <u>Other Meetings/Events:</u> <ul style="list-style-type: none"> <li>a. The Annual CCPLB/Manager Budget Meeting: February 21, 2019, at 5:00 p.m. MDT in the Board Room.</li> <li>b. The Quarterly Planning Meeting: March 18, 2019, at 11:30 p.m. MDT in the Board Room. Lunch will be provided.</li> <li>c. The City/County Budget Meeting on March 28, 2019, at 5:15 p.m. MDT at GAMB.</li> </ul> </li> </ul>		
9.	<b>Adjournment</b>	CCPLB meeting was adjourned at 7:00 PM MDT.		

Respectfully submitted,

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Charlene Camblin, Secretary