



CCPLB MEETING MINUTES: December 9, 2021

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Heidi Gross, Charlene Camblin, Chuck Land, Troy Allee, Skyler Pownall

MEMBERS ABSENT:

LEGAL COUNSEL: Frank Stevens

STAFF: Pam Altenberg, ReNae Keuck, Heather Kuhrt, Jeff Esposito, Mikenzie Ochs, Sandra Olsen

STAFF ABSENT: Will Hastreiter

GUESTS: Bob Maul *Campbell County Commissioner Liaison*, Nathan McClelland *City Council Liaison*, Lexi and Paden Bauder *Public*, Melody Hamm *Public*, Bob Shock *Thars Ranch Production*, Jaycie West *Thars Ranch Production*, Sherry Morrison *Public*, Jim Engel *Public*, Liz Edwards *Campbell County Fair*, Jon Gallardo *Gillette News Record*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on December 9, 2021, at CAM-PLEX. The meeting began at 7:57 PM. Meeting was presided over by Chairman Darin Edmonds.

2. QUARTERLY COMMISSIONER'S MEETING AGENDA (refer to County provided agenda)

3. APPROVAL OF CCPLB AGENDA

A. To approve the December 9, 2021, Agenda as presented

Discussion: Mr. Edmonds requested to amend the agenda to approve Executive Meeting Minutes from the November 11, 2021, meeting.

Motion: To approve the agenda as amended

Moved: Ms. Camblin

Second: Mr. Pownall

Vote: Motion passed unanimously

4. APPROVAL OF MINUTES

A. To approve the November 11, 2021, CCPLB Meeting Minutes and November 11, 2021, CCPLB Executive Meeting Minutes

DISCUSSION: None

Motion: To approve November 11, 2021, Board Meeting Minutes and November 11, 2021, Executive Meeting Minutes as presented

Moved: Ms. Gross

Second: Ms. Chapman

Vote: Motion passed unanimously

5. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the December 9, 2021, meeting were reviewed.

- November 2021 Accounts Payable Voucher Numbers 51373 - 51456 in the amount of \$113,182.35
- November 2021 Manual Purchase Order Numbers 10849 - 10869 in the amount of \$288,881.60
- November 2021 Payroll Warrants in the amount of \$125,825.47 for the period of 10/17/21 – 11/13/21

DISCUSSION: Ms. Chapman questioned voucher #1811 – Payable to Universal Athletics for \$69,997.80 - pads for basketball hoops. Ms. Keuck clarified although the invoice states purchase description is for pads for basketball hoops, the correct purchase description is for twelve portable basketball hoops.

Mr. Pownall inquired of the last employment date for Gina Carpenter as he noticed a check payable to Ms. Carpenter. Ms. Keuck informed Mr. Pownall that Ms. Carpenter is still available to CAM-PLEX for consulting/training purposes for the new hire, Brenda Johnson, who replaced Ms. Carpenter in August.

Motion: To approve the warrants as presented

Moved: Ms. Chapman

Second: Ms. Gross

Vote: Motion passed unanimously

6. CITIZEN INPUT

DISCUSSION: None

7. CONSTRUCTION REPORT/UPDATE

Monthly construction update from Trevor Larson, *Van Ewing Construction*:

DISCUSSION: Mr. Esposito reported there is no construction update this month

8. OPERATIONS REPORT/UPDATE

A. Executive Director Report:

- **Facilities Update** – Jeff Esposito, Executive Director, the Thanksgiving Tip Off Wyoming Youth Basketball Association Tournament took place November 27 and 28. This was the first tournament held using the new hoops that were recently purchased. All feedback received was positive. The group will attend January's meeting to give CCPLB a more detailed report/update for this event. The tournament team's attendance was smaller than expected, however the event overall was an enormous success. Repair/replacement for Garage Door 1, East Pavilion, will proceed by moving forward with replacement and submitting receipts to the insurance company for reimbursement.
Mr. Esposito requests the Board to approve \$13,229.01 to repair the Johnson Controls System in Wyoming Center. This purchase will consist of \$2,992.71 to replace Air Handler Controller for Unit 4 which has failed. The computer that operates the Johnson Controls System and its software is outdated. \$10,236.30 is needed to replace the computer and update software.

Discussion: None

Motion: To approve \$13,229.01 from the Wyoming Center Trust Fund for repairs to the Johnson Controls System in Wyoming Center.

Moved: Ms. Camblin

Second: Ms. Chapman

Vote: Motion passed unanimously

- **Events** - Sandra Olsen, Director of Sales and Marketing, reports that two website licenses have been purchased for National High School Final Rodeo. EventHub will allow trade show booths and registrations for sponsorships. VolunteerLocal will streamline the volunteer process. Mr. Pownall suggests approaching businesses for volunteers. Ms. Gross suggests service organizations such as Campbell County Energizers, Rotary Clubs, etc. are good volunteer sources. Mr. Pownall followed up on progress made on Monday through Thursday business. Ms. Olsen reported Ms. Ochs and Ms. Kuhrt are contacting new associations. The Hospital Association will decide after the first of the year on their 2022 location. This association's event was lost to Casper, WY in 2020 due to not having lodging facilities on site. Ms. Ochs is working with Jessica Seders, Campbell County Convention & Visitors Bureau and The Arbuckle Lodge to use The Arbuckle Lodge as a host hotel in efforts of bringing this association back to Gillette in 2022. The Wyoming Fair Association and SHRM, Society of Human Resource Management, are both newly signed association bookings.
- **Finance – ReNae Keuck**, Director of Finance, reports preparation for next year's budget period using the new software system has started. The Operations Team will begin training in the work order module after activity and asset codes templates are uploaded into the train data base.
- **Operations - Will Hastreiter**, Director of Operations, was absent.

9. BOARD PROCESS

A. Water Well Report and Update

The Board reviewed correspondence received from Weston Groundwater Engineering regarding the evaluation of CCPLB Well 1-30. Findings include this well is at the end of its production life. Costs associated with repairs are greater than benefits possible if repairs were to be addressed. Mr. Stevens will draft correspondence to Vectra Oil & Gas to plug and abandon CCPLB Well 1-30.

Motion: To inform Vectra Oil & Gas that CCPLB is not interested in taking over this well, to move forward and plug and abandon CCPLB Well 1-30.

Moved: Mr. Pownall

Second: Ms. Camblin

Vote: Motion passed unanimously

B. Portable Scoreboards – Bid Approval

Mr. Esposito reported to the Board that one bid was received in the amount of \$23,176.00 submitted by Sign Boss LLC. Mr. Esposito asked the Board to approve this bid for the purchase of six portable scoreboards. Funds to pay for this purchase will come from the Wyoming Center Trust Fund.

Motion: To approve the purchase of six portable scoreboards in the amount of \$23,176.00.

Moved: Ms. Gross

Second: Ms. Chapman

Vote: Motion passed unanimously

C. Camporee – Monthly Update: None

D. Committee Reports – (if any)

Ms. Chapman reported the NICE Committee met with 307 Horse Racing at the organizations request regarding last years expenses. 307 Horse Racing's contract states the right for them to charge for lease deduction for prior year expenses as well as charges for other conditions attached. 307 Horse Racing is no longer seeking any sort of lease deduction or compensation of any kind for expenses generated from 2021. Ms. Chapman recommended all future improvements go through the budget process beginning in January. 307 Horse Racing is agreeable to a not to exceed amount at Board direction per Board approval for expenses. This organization will be treated as any other Special Event such as Camporee, NHSFR, as well as any other designated special event. Mr. Stevens recommended amending the current contract specifically stating Board approval prior to any improvements/repairs requested by 307 Horse Racing. 307 Horse Racing will provide a list of capital items in need of repair or replacement to the Board at the next meeting, January 13, 2022, for Board review.

E. Employee Personnel Policy Review

Ms. Gross reported the Governance Committee has performed a cursory review of the Employee Personnel Policy. Mr. Pownall, Mr. Edmonds, and Ms. Gross discussed exit interviews and the importance of requirement with a minimum of two people to be present at every exit interview. The grievance policy will be evaluated for clarity of discipline stages, items of discussion, and plan of action taken. This committee will continue to evaluate and update the Employee Personnel Policy and report to the Board at a future meeting.

10. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

11. A. Board Calendar:

i. Upcoming Board Meetings:

- a. January 13, 2022, at 6:30 PM (Workshop Begins at 6 PM)
- b. February 10, 2022, at 6:30 PM (Workshop Begins at 6 PM)

ii. Other Meetings/Events:

CCPLB Members and Mr. Stevens, CAM-PLEX Legal Counsel, entered Executive Session to discuss personnel issues at 9:15 p.m.

Motion: To enter Executive Session with Mr. Stevens, CAM-PLEX Legal Counsel, to discuss personnel issues.

Moved: Ms. Camblin

Second: Ms. Chapman

Vote: Motion passed unanimously

CCPLB Members and Mr. Stevens, exited Executive Session at 9:15 p.m.

CCPLB returned to regular session at 9:50 p.m. All CCPLB Board members, Mr. Esposito, and Mr. Stevens, were present.

Motion: To authorize the Chairman of CCPLB to enter a contract with Davis and Cannon, LLP, to conduct a human resources audit at an hourly fee plus expenses.

Moved: Mr. Pownall

Second: Ms. Camblin

Vote: Motion passed unanimously

12. ADJOURNMENT

Meeting adjourned at 9:55 PM.

MINUTES PREPARED BY

Pam Altenberg, December 15, 2021

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]

Charlene Camblin 1-13-2022
(Signature & Date) Charlene Camblin, CCPLB Secretary