



CCPLB MEETING MINUTES: May 9, 2024

MEMBERS PRESENT: Chuck Land, Laura Chapman, Larry Mills, Skylar Pownall, Brian Norstegaard, Jake Boller, Jerry Means

MEMBERS ABSENT: None

LEGAL COUNSEL & BOARD LIASONS PRESENT: David Horning- *Horning, Horning & McGrath*, Kelley McCreery- *County Commissioners Liaison*, Heidi Gross- *City of Gillette Liaison*

STAFF: Aaron Lyles, ReNae Keuck, Adam Schuff, Mary Hipsag, Benny Leonard, Megan Olson

GUESTS: Jake Goodrick -*Gillette News Record*, Will Hastreiter- *Campbell Co. Fair Board*, Liz Slattery - *Campbell Co. Fair Office*

1. CALL TO ORDER

Campbell County Public Land Board meeting was held on May 9, 2024, at the CAM-PLEX. The meeting was called to order by Chairperson Mr. Land at 6:30 PM.

2. APPROVAL OF CCPLB AGENDA

Ms. Chapman moved to approve the agenda.

Second: Mr. Mills

Vote: Passed Unanimously

3. CONSENT AGENDA; APPROVAL OF WARRANTS

Mr. Pownall moved to approve the consent agenda.

Second: Mr. Boller

Vote: Passed Unanimously

4. CITIZEN INPUT- None

5. STAFF REPORTS

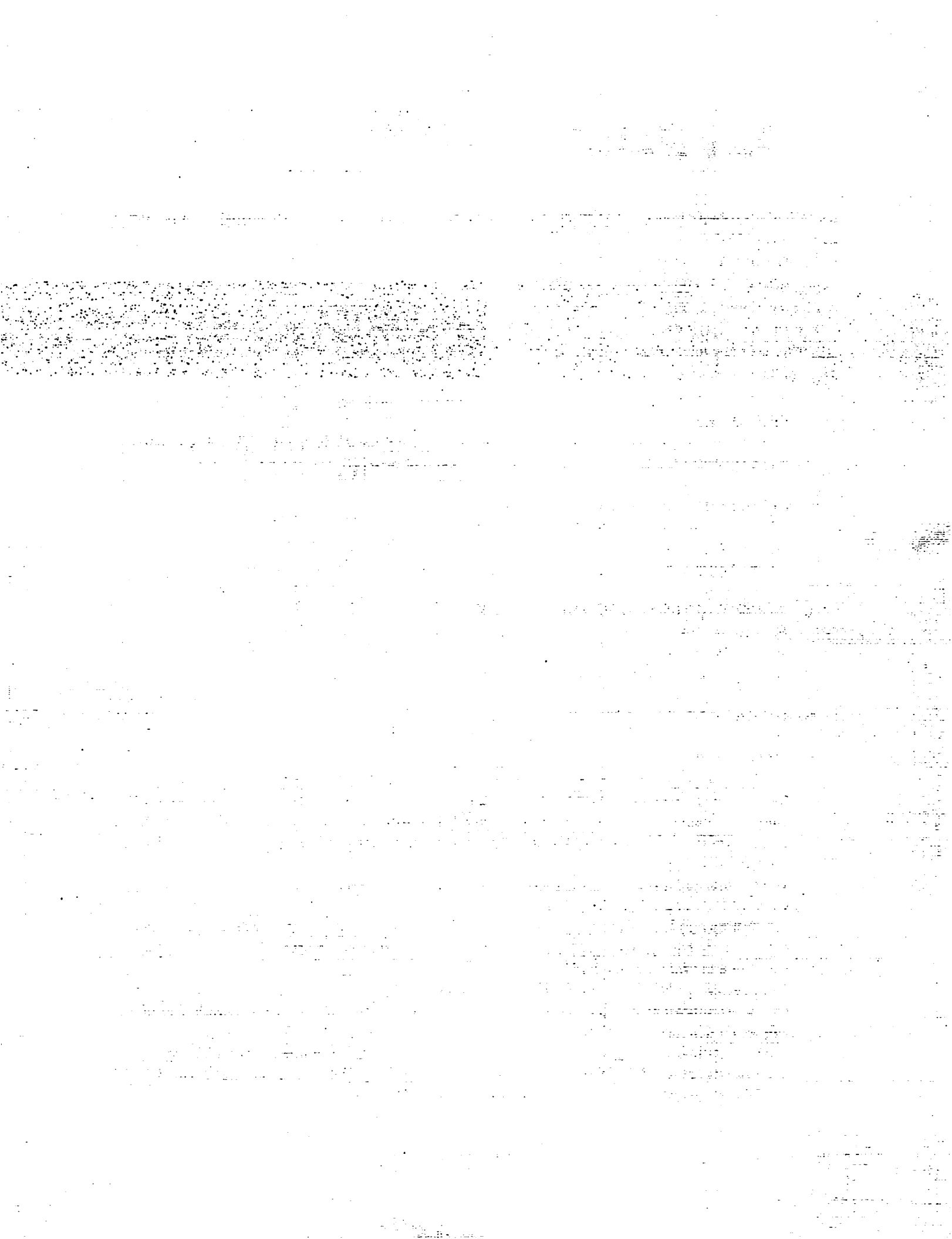
5.1 Executive Director's Report (Attachment "C") – Staff highlighted items in the Executive Director's report. Water is being turned on throughout the grounds after being winterized for the winter months. A considerable amount of work is being done to prepare for the 307 Horse Racing season. There is a possibility of the state horse racing committee meeting at Cam-plex grounds on June 14th and June 15th.

The swamp cooler project has been completed except for testing the units which will be done when water can be circulated, weather permitting.

The Central and East door replacement project is in progress. Energy Hall window replacement project is not complete yet; EIFS portion of project is yet to be completed. The Heritage Theater water heater went out and had to be replaced.

The board was briefed on Cam-plex PCIDSS compliance. Cam-plex does not hold any customer credit card information and Cam-plex vendors are to adhere to that restriction as well. Therefore, vendor compliance is monitored.

Staff is currently working with Camporee leaders to connect staff members with Camporee representatives for coordination during their upcoming event. The Garner Lake Road closure for the Camporee event was reviewed and discussed with the board.



The board was updated on the repairs to the Black Hills campground pumps and possible solutions to pump replacement.

5.2 Facilities & Operations- Staff updated the board on the water heater that needed to be replaced, lighting upgrades, and cleaning of the jockey house.

5.3 Events- Staff provided general updates on scheduled events.

5.4 Finance- Staff provided general updates including CDs and current liquid interest rates. Staff is in the process of completing projections and finishing the annual special district budget report that must be submitted to the Wyoming Department of Audit by June 1, 2024.

6. BOARD PROCESS

6.1 Debt Cancellation, Accounts Receivable – Staff recommended that three delinquent accounts receivable be written off as bad debt. Accounts, balances, and the possibility of recovering owed monies were discussed between the board and staff.

Mr. Pownall moved to direct staff to write off as bad debt the Wyoming Horse Racing invoice in the amount of \$56,000 and directed staff to proceed to collections with the two Energy Expo invoices in the amounts of \$6,021.50 and \$4,941.50.

Second: Mr. Boller

Vote: Passed Unanimously

6.2 Electrical Bid Results & Award – Due to lack of qualified bid results, staff recommended the board consider this a self-source project and with that consideration, accept the proposed amount with an alternative completion date that was submitted via a letter by ProElectric LLC. Ms. Chapman moved to accept the quote from ProElectric LLC in the amount of \$ 119,595.00 for project #1034 Outdoor Power Improvements as presented with the additional \$1500 for the upgraded racks.

Second: Mr. Mills

Vote: Passed Unanimously

6.3 Dry Camping Rates/Policy – Board and staff discussed options for drafting a Cam-plex policy regarding dry camping and the paneling of horses during equine events. Cam-plex currently has a policy of no horses in the campground areas. However, due to recent instances of horses being out on grounds in non-designated areas, staff and the board determined this to be an issue that needed to be addressed. Staff recommended that the Wrangler Arena be designated as a dry camping, panel-out area with the provision that once Wrangler Arena is full, all other incoming horses must be stalled.

Ms. Chapman moved to direct staff to develop a dry camping, horse paneling policy to be applied for equine events.

Second: Mr. Mills

Discussion: Mr. Lyles asked for the board to specify the rate for this new policy as staff is not allowed to set rates.

Ms. Chapman amended her motion.

Ms. Chapman moved to direct staff to develop a dry camping, horse paneling policy to be applied for equine events at the rental rate of Wrangler Arena to be charged to the event producer.

Second: Mr. Mills

Vote: Passed Unanimously

6.4 Purchasing Policy Revision- A draft purchasing policy was evaluated. The revised policy includes updates to employee titles, processes, and modernized software accounting programs. Policy clarifies public works versus other purchasing types. Other items that were revised include

payments for entertainment fees, petty cash limits, and the purchase requisition approval process.

Mr. Pownall moved to adopt the revised Purchasing Policy draft dated 5.9.2024 to be the CCPLB purchasing policy.

Second: Ms. Chapman

Vote: Passed Unanimously

6.5 Wyoming State Shooting Complex Request for Proposal- Campbell County Commissioner and board Liaison, Mr. McCreery, updated the staff and board on the status of the request for proposal and related details. The board members and staff discussed the need for camping spots if Gillette is selected for the complex.

7. MATTER FOR NOTING- None

8. OTHER BUSINESS- None

9. BOARD CALENDAR

Upcoming Board Meetings:

- June 13, 2024 – CCPLB Meeting/Quarterly Commissioners Meeting at 6:00 PM/ Regular @ 6:30 PM Energy Hall Conference Room
- July 11, 2024 – CCPLB Meeting/Regular at 6:30 PM- Energy Hall Conference Room
- August – CCPLB Meeting/Regular TBD

10. ADJOURNMENT

Meeting adjourned at 8:05 PM

Minutes Prepared By: Megan Olson

Date: May 30, 2024

Minutes Approved By:

*Campbell County
Public Land board*


Larry Mills, CCPLB Secretary

6-13-2024

Date