



CITY OF GILLETTE

Administration
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5203
www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: J. Carter Napier, City Administrator *JCN*
RE: General Information
DATE: August 12, 2016

The following meetings are scheduled for the week of **August 13th – August 19th:**

Saturday, August 13th
8:30 a.m. Sportsman's Warehouse Grand Opening

August 15th-19th 2016 Congressional Fact Finding Tour
Brochure Attached

Tuesday, August 16th

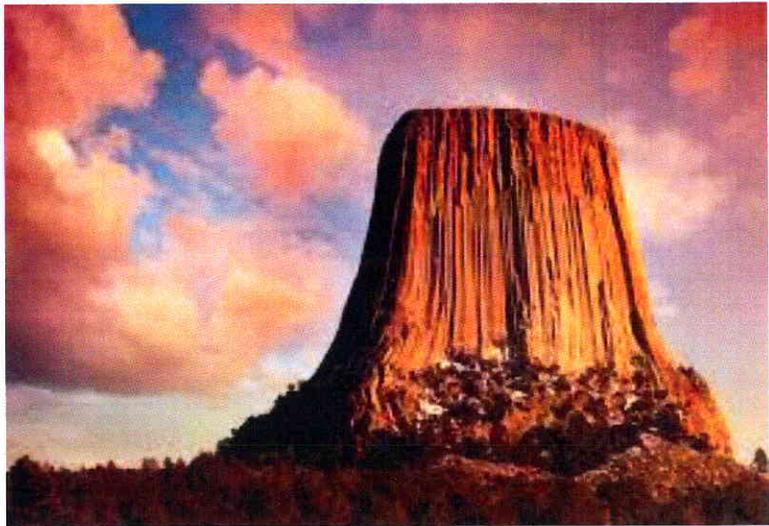
6:00 p.m. City Council Pre-Meeting, Agenda Attached

- Northland Village Local Improvement District (LID) Discussion
- Communications Plan Discussion
- Gillette College – Sinclair Pedestrian Crossing
- Consensus Funding Discussion
- Review August 16th Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:30 p.m.

7:00 p.m. City Council Meeting
City Hall – Council Chambers

1. Attached please find a **letter** regarding the **4-J Road Bike Path – Halfpipe Alley** dated **August 11, 2016** provided by **Mayor Carter-King**.
2. Attached please find a **letter** regarding the **tree removal at 400 S. Gillette Avenue** dated **August 8, 2016** provided by **Public Works Director Wilde**.
3. Attached please find a **letter** regarding **Cordero Rojo Mine** dated **August 4, 2016** provided by the **United States Department of the Interior**.
4. Attached please find a **letter** regarding the **Y.E.S. House Funding** dated **August 3, 2016** provided by **Wyoming Department of Health Director Forslund**.
5. Attached please find a **Memorandum of Understanding** regarding **waste disposal at Cam-Plex** provided by **Public Works Director Wilde**.
6. Attached please find a **presentation** regarding **Northland Village Improvement District #50** provided by **Assistant City Attorney Davidson**.
7. Attached please find a **letter** regarding the **Cheyenne Gunslingers Show** dated **August 11, 2016** provided by **Rockpile Museum Director Henning**.

8. Attached please find **information** regarding the **Consensus Revenue Funds Application** provided by **Campbell County Commissioners Administrative Director Palmer**.
9. Attached please find **Department of Engineering Project Updates** provided by **Development Services Director Hamilton**.
10. Attached please find the **Agenda** for the **Campbell County Public Land Board Meeting** dated **August 11, 2016** and **meeting minutes** dated **July 7, 2016**.
11. Attached please find the **Daily Water Usage Report** provided by **Utilities Director Glover**.
12. Attached please find a **flyer** regarding a **Suicide Prevention Concert** on **August 31st, 2016** at **6:00 p.m.** at the **Wal-Mart Parking Lot**.



**Congressional Fact Finding Tour
August 15 - 19, 2016**

Compiled by the City of Gillette, WY



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NORTHEAST
WYOMING
MUNICIPAL
LEADERS



WELCOME MESSAGE

Welcome to Wyoming!

The Northeast Wyoming Municipal Leader's Group (NEWY) is excited to host the 2016 Congressional Fact Finding Tour here in the great State of Wyoming. NEWY, comprised of leaders from several municipalities in NE Wyoming, feels strongly that the resources located here in the Equality State (both above and below ground) are under-appreciated and share some misconceptions.

We want you to enjoy your stay, visit some amazing sights, and most importantly, learn about the two biggest industries in Wyoming – energy production and tourism. Both industries are crucial to the economic health of Wyoming and to the Nation. Wyoming leads the nation in coal, trona, and uranium production, and is second in natural gas production. As you take in the sights and sounds during your visit, keep in mind that this quiet corner of the state produces nearly 10% of America's energy needs - the importance of that figure cannot be minimized.

During your stay, pay particular attention to the methods and procedures the energy industries in Wyoming follow to reduce the impact to the environment and to provide affordable, clean energy to the rest of the country. Do not hesitate to ask questions about reclamation, the environment, and Wyoming's natural resources. You are here to see what our energy industries do, and it is hard to imagine the scale of these activities until you are up close and personal. Over the course of the next few days, you will get to do just that. Enjoy your stay!



Mayor Louise Carter-King
Chair of the Northeast Wyoming Municipal Leaders

AGENDA

Monday, August 15, 2016

- 12:45 PM Approximate Arrival at Casper/Natrona County Int'l Airport
- 1:00 PM Depart From Airport - Box Lunches Provided
Speaker: Don Claussen, Wind Farm Supervisor for Rocky Mountain Power
Topic: Wind Energy Resources
Speaker: Paul Goranson, Executive VP for Energy Fuels
Topic: Uranium Production in Wyoming
Speaker: Jim Willox, Converse County Commissioner
Topic: Oil Production & Environmental Issues



Wind Turbines near Douglas, WY

- 2:45 PM Tour Of Grassland Environmental, Inc (GREENGROUP), Bill, WY
Speaker: Jerry Hamel, General Manager, Grassland Environmental, Inc
Topic: Fracking Water Processing

Grassland Environmental is a turnkey waste management facility designed to fully serve the disposal and water needs of Wyoming's oil and gas exploration and production industry at a single location. Operated by GGH Wyoming, LLC, the facility will include a commercial oilfield wastewater disposal facility, an industrial landfill, a non-potable water supply well, and two Class I injection wells. GGH Wyoming has a wide range of environmentally responsible disposal options for Wyoming's oil and gas industry. The Grassland facility will offer disposal of produced and flow back water, E&P wastes, contaminated soil, and industrial wastes. Located in Bill, Wyoming, Grassland Environmental currently sells fresh water and accepts wastewater.

AGENDA

Monday, August 15, 2016

- 3:45 PM Depart for Durham Ranch
4:45 PM Tour of Durham Ranch



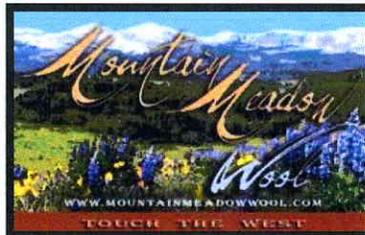
In the 1930's, Armando Flocchini, Sr., John's grandfather, purchased the Durham Meat Company in San Francisco where he worked as a butcher. In 1965, he purchased a 65,000 acre bison ranch near Wright, Wyoming and renamed it Durham Ranch. Three generations later, this same ranch is operated by the Flocchini family and remains one of the largest bison operations in North America. The Durham Ranch name represents far more than a beautiful stretch of land in northeast Wyoming. The name represents family, from John's grandfather the butcher, to his two sons and their six children and even two great grandchildren who are following in his footsteps, they are committed to providing the highest quality products and experience to their customers.

- 5:45 PM Depart Durham Ranch
6:00 PM Check in at Wright Hotel
6:30 PM Dinner at Open Range Steakhouse
Welcome by: Nolene Wright of Wright Ranch & Resources , LLC
Introduction of SM Energy Speakers by Mayor Ralph Kingan
Speakers: Brandon VanderVoort, Production Superintendent and Sean McGuire, Senior EH&S Specialist South Rockies Asset Team
Topic: Federal Reforms for Oil & Gas

AGENDA

Tuesday, August 16, 2016

- 7:00 AM Breakfast at Wright Town Hall
Welcome by: Representative Eric Barlow & Kelly Barlow
- 7:30 AM Depart for Buffalo
Bus Speaker: Jimbo Knapp, JK Consulting
Topic: Fracking & Q&A on Oil Industry
Bus Speaker: Laurel Foster, Hoofprints of the Past
Museum Director
Topic: History of Johnson County
- 12:00 PM Lunch Picnic in Buffalo at Washington Park
Welcome by: Mike Morrissey with Rocky Mountain Power
- 12:45 PM Depart for Mountain Meadow Wool
- 1:00 PM Tour of Mountain Meadow Wool



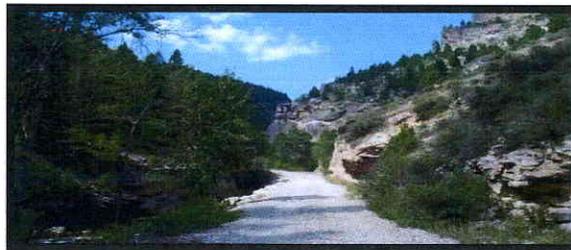
Mountain Meadow Wool -- Because it is so fine, mountain merino yarn is silky soft to the touch, insulates well, and feels delightful next to your skin. They process the best fiber from the best growers in the West, transforming it into extraordinary wool products: knitting and weaving yarns; hand spinner roving; quilt batts; felt and more. They use only environmentally friendly cleanser, and vegetable based spinning oil. Mountain Meadow Wool consists of 11 employees and is women owned. They sell in 42 states and 3 countries overseas. They provide a complete full service mill, including scouring with the largest full service spinning mill in the West. They work with 16 ranching families for environmental agriculture sustainability and economic opportunity.

- 2:30 PM Depart for Crazy Woman Canyon

AGENDA

Tuesday, August 16, 2016

Crazy Woman Canyon is a spectacular sight with high cliffs on both sides, highlighted by an assortment of boulders that have tumbled from above. Like many landmarks and legends from the Wyoming Frontier, even before Territory and long before Statehood days, there are varying stories and theories as to how they took their names. Call them legend or call them fact, there are two such theories for Crazy Woman Canyon. One says it was named for an Indian woman, left to live alone in her teepee here, who went insane. The other tells a tragic and violent tale of the settler who witnessed the capture and scalping of her husband by Indians, which drove her to insanity. Crazy Woman Canyon served as a passageway for centuries for Native Indians. It was a perfect staging area for war parties during the Plains Indian Wars, and one has to wonder how many times some of the local outlaws in the late 1800s might have used the canyon to aid in a getaway or two. It's a beautiful stone landmark with a lot of history and a little insanity, at Crazy Woman Canyon.



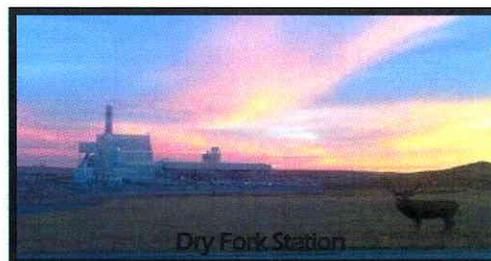
Crazy Woman Canyon

- 4:30 PM Depart for Sheridan
- 6:00 PM Check in at the Historic Sheridan Inn, Sheridan, WY
- 6:30 PM Dinner at the Historic Sheridan Inn, Sheridan, WY
Welcome by: Mayor John Heath
- 7:15 PM Mayor Heath Introduces Speaker: Tom Fitzsimmons, President at Carbon Creek Energy, LLC
Topic: Branding Wyoming
- 7:30 PM Entertainment by: Prairie Wildfire Band
- 7:50 PM Mayor Heath Introduces Speaker: Senator Dave Kinskey
Topic: History of Wyoming Environmental Rules

AGENDA

Wednesday, August 17, 2016

- 8:00 AM Breakfast at Historic Sheridan Inn
Welcome by: Montana-Dakota Utilities
- 8:30 AM Mayor Heath Introduces Speaker: Domenic Bravo, Executive Director, State Parks, Historic Sites Administrator
Topic: Land and Water Conservation Fund
- 9:00 AM Mayor Heath Introduces Speaker: Sue Lowry, Avocet Consult, Western States Water Council
Topic: Western Drought Relief and Water Issues
- 10:00 AM Board Sheridan Trolley at Sheridan Inn for Downtown Experience
- 11:15 AM Trolley Pick-Up
- 11:30 AM Lunch at Historic Sheridan Inn on Porch
- 12:00 PM Depart Sheridan for Dry Fork Station
Bus Speaker: Bobbi Frank, Executive Director of Wyoming Association of Conservation Districts
Topic: Waters of the US and Management of our Water Resources
- 2:30 PM Tour of Dry Fork Station
Speakers: Tom Stalcup, Plant Manager & Heidi Hockett, Project Coordinator
Topic: Dry Fork Station
Speakers: Mike Easley, CEO of Powder River Energy Corporation & Jason Begger, Executive Director of Wyoming Infrastructure Authority
Topic: Integrated Test Center Project



AGENDA

Wednesday, August 17, 2016

Located 7 miles north of Gillette, Wyoming, the Dry Fork Station is a new coal-based electric generation power plant owned by Basin Electric Power Cooperative (92.9 percent), and the Wyoming Municipal Power Agency, Lusk, Wyoming (7.1 percent). Construction on the Dry Fork Station began in 2007, more than three years after the plant was announced. The workforce peaked at about 1,300 in 2009. Among many significant milestones, the safety record during construction included more than 6 million man hours worked without a lost-time accident.

- 4:00 PM Depart for Devils Tower
Speaker: Robert Henning, Campbell County Museum Director
Topic: History of Campbell County
- 4:30 PM Speaker: Rocky Courchaine, Crook County Museum Director
Topic: History of Crook County
- 5:00 PM Arrive at KOA Campground, Devils Tower
- 5:30 PM Devils Tower Tour via Hayrack Ride



- 6:30 PM Dinner at Campstool Ranch at the Base of Devils Tower Nat'l Monument
- 6:45 PM Welcome by: Senator Ogden Driskill
- 7:00 PM Senator Ogden Driskill Introduces Speaker: Jim D. Neiman, Vice President, CEO Devils Tower Forest Products
Topic: Forest Management
- 7:30 PM Jim Neiman Introduces Speaker: Tom Troxel, Director of the Intermountain Forest Association
Topic: Wildfire Budgeting

Devils Tower rises above the surrounding grassland and Ponderosa pine forests like a rocky sentinel. Northern Plains Tribes have lived and held ceremonies near this remarkable geologic formation for thousands of years. Fur trappers, explorers, and settlers alike were awed by the tower's majesty. In 1906, President Theodore Roosevelt established Devils Tower as our nation's first national monument.

- 8:30 PM Check in at Bear Lodge Motel

AGENDA

Thursday, August 18, 2016

- 6:45 AM Breakfast in Sundance, Bear Lodge Motel
- 7:15 AM Bus Departs for Hulett Airport
- 8:30 AM First Fly Over to Gillette
- 9:30 AM Second Fly Over to Gillette
- 10:30 AM Depart Wingate Hotel for Cloud Peak Energy, Cordero Rojo Mine
Speaker: Wendy Hutchinson, Vice President of Public Affairs,
Millennium Bulk Terminals
Topic: Reclamation
- 11:00 AM Tour and Lunch at Cloud Peak Energy, Cordero Rojo Mine
- 1:00 PM Depart for L&H Industrial



Cordero Rojo Mine

The Cordero Rojo Mine is located approximately 25 miles south of Gillette, Wyoming. The mine extracts thermal coal from the Wyodak Seam, which ranges from approximately 55 to 70 feet in thickness. Cordero Rojo mined and shipped approximately 34.8 million tons of low sulfur coal in 2014. Coal mined from Cordero Rojo is primarily shipped to electric utilities in the west, midwest and southeast United States. Cordero Rojo Mine recently won the 2015 State of Wyoming Reclamation Award from the Department of Environmental Quality, Land Quality Division, for the successful restoration of the Belle Fourche River.

- 1:30 PM L&H Industrial Tour by Jeff Wandler, Vice President

AGENDA

Thursday, August 18, 2016

L&H Industrial was founded in 1964 in Gillette, Wyoming, USA, by Leon Wandler and Hank Barney with six employees. Today, they have offices in 4 countries and more than 375 employees dedicated to delivering outstanding service to the mining centers and heavy industrial operations of the world. L&H Industrial has also assembled a worldwide distribution network with providers that share the same mission, vision and values that we have. With our global locations and distribution centers, L&H Industrial can deliver the parts you need wherever you are, whenever you need them—along with comprehensive services for heavy industrial machinery.

2:45 PM Depart for Cyclone Drilling

3:00 PM Cyclone Drilling Tour by Paul Hladky, Vice President

Cyclone Drilling, Inc., is a Rocky Mountain drilling contractor that has a reputation of success, no matter what the underlying challenges or complexities of the drilling project present. The successful results from each job come from decades of experience and expertise in drilling. Cyclone Drilling implements cutting edge technology, while using the highest quality equipment available. Each rig is designed and assembled specifically for the success of the job, while meeting specifications outlined by the customer. Our active, high performance rigs are operational in Montana, North Dakota, Wyoming, and Colorado. Cyclone Drilling prides itself on a strong safety record and maintaining compliance with government regulations.

4:15 PM Check-in Wingate by Wyndham

5:45 PM Depart for The Prime Rib Restaurant & Wine Cellar

6:00 PM Dinner at The Prime Rib Restaurant & Wine Cellar
Welcome and Introduction of Speakers: Mayor Louise Carter-King
Speakers: Todd Parfitt, Department of Environmental Quality &
Rick Curtsinger, Director of Public Affairs, Cloud Peak Energy
Topic: Clean Power Plan
Speaker: Wendy Hutchinson, Vice President of Public Affairs,
Millennium Bulk Terminals
Topic: Coal Export Terminals

AGENDA

Friday, August 19, 2016

5:00 AM Bus Departs for Gillette/Campbell County Airport

6:00 AM Depart from Gillette, WY to Washington, D.C.



NORTHEAST WYOMING SENATORS



Senator Brian Boner Converse/Platte Counties	(307) 359-0707
Senator Bruce Burns Sheridan County	(307) 672-6491
Senator Ogden Driskill Campbell/Crook/Weston Counties	(307) 680-5555
Senator Dave Kinsky Sheridan/Johnson Counties	(307) 751-6428
Senator Curt Meier Goshen/Niobrara/Weston Counties	(307) 834-2344
Senator Michael Von Flatern Campbell County	(307) 680-4744
Senator Jeff Wasserburger Campbell/Converse Counties	(307) 680-2943

NORTHEAST WYOMING REPRESENTATIVES

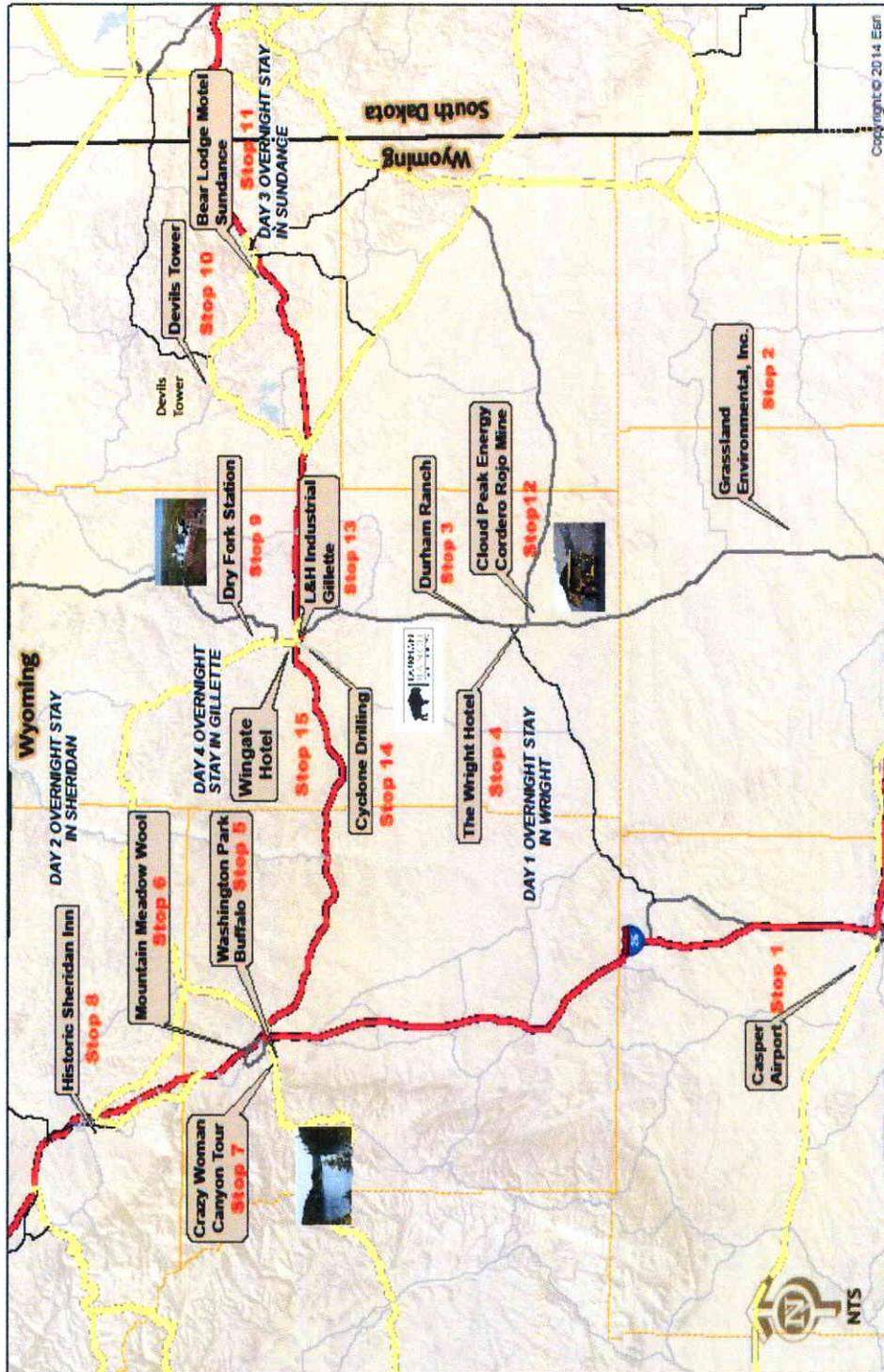
Representative Eric Barlow Campbell/Converse Counties	(307) 682-9639
Representative Rosie Berger Sheridan County	(307) 672-7600
Representative Richard Cannady Converse County	(307) 436-5355
Representative Scott Clem Campbell County	(307) 660-7141
Representative Roy Edwards Campbell County	(307) 680-4290
Representative Hans Hunt Goshen/Niobrara/Weston Counties	(307) 746-8899
Representative Mark Jennings Sheridan County	(307) 461-0697
Representative Norine A. Kasperik Campbell County	(307) 689-5939
Representative Mark Kinner Sheridan County	(307) 674-4777
Representative Dan R. Kirkbride Platte/Converse Counties	(307) 331-2265
Representative Tyler Lindholm Crook/Weston Counties	(307) 282-0968
Representative Michael K. Madden Johnson/Sheridan Counties	(307) 684-9356
Representative Bill Pownall Campbell County	(307) 660-7425

TOUR SITE CONTACT INFORMATION

City of Douglas Mayor Bruce Jones	(307) 359-2033
Converse County Commissioner Commissioner Jim Willox	(307) 351-3242
Town of Kaycee Tom Knapp	(307) 738-2301
Town of Buffalo Mayor Michael Johnson Julie Silbernagel, City Clerk	(307) 684-5566 (307) 684-5566
Johnson County Commissioner Commissioner Bill Novotny	(307) 620-2642
Town of Sheridan Mayor John Heath Candace Ainslie, Exec Asst to Mayor	(307) 763-9157 (307) 675-4202
Town of Sundance Mayor Paul Brooks Kathy Lenz, Town Clerk Senator Ogden Driskill	(307) 281-6131 (307) 290-0003 (307) 680-5555
Campbell County Commissioner Commissioner Rusty Bell Commissioner Micky Shober	(307) 660-7412 (307) 680-3993
City of Gillette Mayor Louise Carter-King Patti Davidsmeier, Comm. & Gov't Rel. Mgr.	(307) 660-1532 (307) 686-5203 (307) 689-4689
Town of Wright Mayor Ralph Kingan Brandi Beecher Harlow, Econ Development Coord.	(307) 299-3377 (307) 670-5549
Big Horn Public Affairs Jennifer Johnson	(202) 841-1171
Dakota Bus Services Bob Walther	(605) 639-9353

CONGRESSIONAL FACT FINDING TOUR ATTENDEES

1. **Jean Fruci, Ph.D.**, Energy & Environment Policy Advisor, Minority Office
U.S. House of Representatives Committee on Energy & Commerce
2. **Alexander M. Ratner**, Policy Analyst, Minority Office
U.S. House of Representatives Committee on Energy & Commerce
3. **Victor Edgerton**, Director of Investigations, Minority Office
U.S. House of Representatives Committee on Natural Resources
4. **Bryan Gulley**, Communications Director, Democratic Office
U.S. Senate Committee on Commerce, Science & Transportation
5. **Ken Johnson**, Legislative Assistant
Office of U.S. Senator Mark Warner (D-VA)
6. **Greg Mathis Jr.**, Legislative Assistant
Office of Senator Gary C. Peters (D-MA)
7. **Gilbert Mears**, Legislative Fellow
Office of U.S. Representative Donald S. Beyer Jr. (D-VA-08)
8. **John P. Marshall**, M.Ed., Senior Policy Advisor
Office of U.S. Representative Bobby L. Rush (D-IL-1)
9. **Lavell Brown**, Senior Legislative Assistant
Congressman Danny K Davis (D-IL-07)
10. **Brandon Mooney**, Senior Policy Advisor, Majority Office
U.S. House of Representatives Committee on Energy & Commerce
11. **Annelise Rickert**, Legislative Counsel, Majority Office
U.S. House of Representatives Committee on Energy & Commerce
12. **Aniela Butler**, Clerk, Majority Office
U.S. House of Representatives Committee on Natural Resources Subcommittee on
Federal Lands
13. **Cameron Bishop**, Legislative Director
Office of U.S. Representative Rick Allen (R-GA-12)
14. **Ian Foley**, Legislative Assistant
U.S. Representative Ken Calvert (R-CA-42)
15. **Helen Dwight**, Senior Legislative Assistant
Office of U.S. Representative Susan Brooks (R-IN-5)





CITY OF GILLETTE

**Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, August 16, 2016
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- Northland Village Local Improvement District (LID) Discussion
- Communications Plan Discussion
- Gillette College – Sinclair Pedestrian Crossing
- Consensus Funding Discussion
- Review August 16th Agenda
- Executive Session



CITY OF GILLETTE

Mayor's Office

P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

August 11, 2016

Campbell County Commissioners
Attn: Dr. Garry Becker, Chairman
500 S. Gillette Avenue, Suite 1100
Gillette, WY 82716

RE: 4-J Road Bike Path – Halfpipe Alley

Dear Dr. Chairman and Board of Commissioners,

As you are aware, the bike path adjacent to Halfpipe Alley has been negatively impacted resulting from grading operations associated with the installation of the skate park. I appreciate your staff allocating the time to design a solution to mitigate the drainage issues and replace approximately 500 linear feet of pathway. Your staff notified city staff that the County had bid this work and the Commission indicated the project would not move forward unless the city funded 50% of the project.

City staff did not have an opportunity to review the proposed design until after the project was bid and being considered for award. As such, the city was not able to provide feedback on the proposed design and had concerns with the durability of the pavement section which was bid. Further, at the time, the city was not able to determine what, if any, of the ponding was present prior to the skate park construction.

City staff has recently had an opportunity to further investigate the lack of drainage and deterioration of the pathway in the area. Our staff believes 25% of the ponding on the pathway (125 linear feet) adjacent to Halfpipe Alley was pre-existing and not caused by the grading associated with the skate park installation. City staff has also prepared a revised cost estimate for the project which is inclusive of a pavement section that will be a long term solution. The estimate amounts to approximately \$69,000.

The city is willing to contribute 25% of the grading and pathway replacement costs, up to a maximum amount of \$17,250. We look forward to partnering with the County to ensure this section of pathway is restored to a safe and passable condition for all skate park and pathway users of Campbell County.

Sincerely Yours,

Louise Carter-King
Mayor

Productivity **Service With P.R.I.D.E.** Enthusiasm
Responsibility Integrity Dedication



CITY OF GILLETTE

Public Works
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5320
www.gillettewy.gov

Date: August 8, 2016

To: Sawley Wilde, Public Works Director

From: Wendy Clements

RE: Tree removal at 400 S. Gillette Avenue

During the reconstruction of Gillette Avenue, the City of Gillette Forestry and Engineering Division attempted to save many of the existing trees along the street. It was decided that the trees would lose too much of their root systems to survive the construction process and were ultimately replaced during the construction.

At that time, a very mature and large Blue Spruce located at 400 S. Gillette Ave. (the old City Hall) was spared. It is now over 30 percent dead, will continue to fail and become hazardous. The tree has been attacked by IPS beetle and the upper portion is dead and the rest of the tree is in severe decline. IPS beetles usually attack stressed trees by boring into the tree, damaging the cambium layer, laying eggs which further damage the tree and leave. The tree was most likely stressed during the construction, leaving it vulnerable to the attack. Spraying the tree with an insecticide would be pointless because the beetle has done its damage and moved on. The Forestry Division is in a unique position to be able to have the tree removed and replace it with a tree similar in size and species to those that were planted during the reconstruction.

AC Tree Service will be removing the tree on Saturday, August 13, 2016. Mark Porter is a Certified Arborist with over 20 years of experience climbing, removing large trees and working around structures and roadways. His company also has the necessary equipment including: a 70 foot lift bucket truck, large saws, wood chipper and a stump grinder. Removing the tree on a Saturday is the best option for the contractors to work with the least amount of foot and vehicle traffic.

I have been working with Dan King, the owner of K2 Industries, to make the process as seamless as possible. I have asked Mr. Porter to recover a few thin sections (cookies) of the tree for Mr. King and the City of Gillette. Mr. King would like to have something to memorialize the tree and I would like to count the rings and place an age on it; as well as, have a couple pieces in the event the City would like to memorialize it in some way too. He will also recover portions of the infected tree for the Forestry Division to inspect and review.

Attached are pictures of the tree and the dieback thus far. Please let me know if you have any further questions.

WC







United States Department of the Interior

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

Western Region
1999 Broadway St., Suite 3320
Denver, CO 80202-3050



August 4, 2016

Dear Stakeholders and Interested Parties,

The U.S. Department of the Interior (DOI), Office of Surface Mining Reclamation and Enforcement (OSMRE), Western Region Office, will prepare an environmental assessment (EA) for the Cordero Rojo Mine's (CRM) federal mining plan modification for federal coal lease WYW174407 (the Project). In accordance with the Mineral Leasing Act of 1920 (MLA), The DOI Assistant Secretary for Land and Minerals Management (ASLM) must approve the Project before any mining and reclamation can occur on lands containing leased federal coal. The Lease by Application (LBA) application was filed with the Bureau of Land Management (BLM) by Cordero Mining Company (CMC) on September 20, 2001. BLM subsequently issued a Record of Decision (ROD) for the lease on June 6, 2007 and the lease was effective on August 1, 2008. On December 17, 2015, the Wyoming Department of Environmental Quality (WDEQ)/Land Quality Division (LQD) received an application for an amendment to CRM Permit 237, including mining portions of WYW174407.

OSMRE is preparing an EA to evaluate the environmental impacts resulting from the Project, pursuant to the requirements of the National Environmental Policy Act of 1969 (NEPA). The CRM is located approximately 15 miles south-southeast of Gillette, Wyoming. The CRM uses a combination of dragline and truck shovel mining methods. The amount of remaining recoverable federal coal authorized for removal within the currently approved federal mining plan is approximately 232.6 million tons (Mt). The Project proposes to add approximately 569.1 acres and 55.77 Mt of federal coal to the approved federal mining plan. The annual production rate used to calculate the environmental impacts resulting from the Proposed Action will be 20 million tons per year (Mtpy), which is the estimated future annual production rate suggested by CMC and is below the maximum permitted production rate of 65 Mtpy set by WDEQ/AQD air quality permit MD-9943. CRM started operation in 1976 and the mine will continue to operate until 2027 under the current, approved mining plan. Using the estimated 20 Mtpy production rate, the Project would extend the life of the mine by approximately 2.8 years, to 2030.

The EA will update, clarify, and provide new and additional environmental information for the Project. As a result of the EA process, OSMRE will determine whether or not there are significant environmental impacts. An environmental impact statement will be prepared if the EA identifies significant impacts. If a finding of no significant impact is reached, and pursuant to 30 CFR 746.13, OSMRE will prepare and submit to the ASLM a mining plan decision document recommending approval, disapproval, or conditional approval of the mining plan. The ASLM will approve, disapprove, or conditionally approve the mining plan approval document within the mining plan decision document, as required under the Mineral Leasing Act of 1920.

OSMRE is soliciting public comments on the Project. Your comments will help to determine the issues and alternatives that will be evaluated in the environmental analysis. You are invited to direct these comments to:

ATTN: Cordero Rojo Mine Amendment EA
C/O: Logan Sholar,
OSMRE Western Region
1999 Broadway, Suite 3320,
Denver, CO 80202-3050

Comments may also be emailed to: osm-nepa-wy@osmre.gov, ensure the subject line reads: ATTN: OSMRE, Cordero Rojo Mine Amendment EA. Comments should be received or postmarked no later than September 5, 2016 to be considered during the preparation of the EA. Comments received, including names and addresses of those who comment, will be considered part of the public record for this project and will be available for public inspection. Additional information regarding the Project may be obtained from Logan Sholar, telephone number (303) 293-5036 and the Project website provided below. When available, the EA and other supporting documentation will be posted at: <http://www.wrcc.osmre.gov/initiatives/CorderoRojoMineAmendment.shtm>.

Sincerely,



Marcelo Calle, Manager
Field Operations Bran



Commit to your health.
visit www.health.wyo.gov



Thomas O. Forslund, Director

Governor Matthew H. Mead

August 3, 2016

Ref.: F-2016-465

Louise Carter-King, Mayor
City of Gillette
P. O. Box 3003
Gillette, WY 82717-3003

Dear Mayor Carter-King:

I received your letter regarding the loss of funding from the Wyoming Department of Health (WDH) for the Y.E.S. House Adolescent Intensive Outpatient Program (AIOP) services. I appreciate you taking the time to send me your concerns. I would first like to tell you I have been in communication with Sheri England concerning this issue. I have told her and also want to tell you our department feels the Y.E.S. House provides important services to the residents of Campbell County. That is the reason the WDH has provided funding to the organization in the past. I commend her and her staff for the work they do for their community.

As I told Ms. England the reason the department elected to not provide the Y.E.S. House \$104,701 in FY 2017 had nothing to do with the quality of their programs. The decision had to do with the directive given to the WDH to reduce its state general fund budget by \$90 million. As a result of the reduction in state general funds it is anticipated the department will lose an additional \$43 million in federal matching funds. These cuts were on top of the \$10 million in reductions sustained during the last legislative session. The loss of funds required the WDH to make some very difficult decisions regarding grant allocations. For your information approximately 90% of the WDH budget is used to pay local providers for healthcare services throughout Wyoming. When the WDH reduces its budget thousands of local providers feel the effects. Unfortunately the Y.E.S. House was one of the providers.

The cuts have required the WDH to cease the operation of a number of health programs as well as cancel contracts with various providers. Additionally the department may need to make further reductions in the coming months if the state revenue picture does not improve. As a result I am not in a position to reinstate funding for the Y.E.S. House at this time and for that I am truly sorry.

Sincerely,

Thomas O. Forslund, Director
Wyoming Department of Health

TOF/jg

**MEMORANDUM OF UNDERSTANDING REGARDING
SOLID WASTE DISPOSAL AT CAM-PLEX MULTI-EVENT FACILITIES**

THIS MEMORANDUM OF UNDERSTANDING is entered into this 5th day of August, 2016 by and between the Campbell County Public Land Board, hereinafter referred to as "CCPLB" whose address is 1635 Reata Drive, Gillette, Wyoming 82718 and the City of Gillette, a Wyoming municipality of the First Class, hereinafter referred to as "CITY" and whose address is P.O. Box 3003, Gillette, Wyoming 82717. CCPLB and CITY are collectively referred to as "the PARTIES".

I. PURPOSE

This Memorandum of Understanding (MOU) shall outline the terms of the understanding between the parties with regard to the collection, storage, transportation, removal and disposal of certain types of solid waste generated at or by the CAM-PLEX Multi-Event Facilities (hereinafter "CAM-PLEX") and its associated facilities. Currently, there are approximately one hundred and forty-eight (148) dumpsters located at CAM-PLEX that are used for its various events, activities and facilities. Those dumpsters vary in size from 2 ½ cubic yard dumpsters and 3 cubic yard dumpsters. This MOU memorializes the specific terms, compensation, and other duties and obligations of the PARTIES for effective solid waste disposal from the CAM-PLEX.

II. TERM

The term of this Agreement is for one (1) year, commencing upon the signing by both parties. The Agreement shall automatically renew each year for an additional one (1) year period unless either party gives the other party written notice of termination of the Agreement thirty (30) days prior to the anniversary date of the Agreement.

III. COMPENSATION

1. The CCPLB shall pay to the CITY the sum of one thousand, nine hundred ten dollars (\$1,910.00) per month for the placement, location, pickup, emptying, and disposal of thirty (30) solid waste dumpsters at the CAM-PLEX.

2. Each additional dumpster, above the total number of thirty (30), placed into service at the request of the CCPLB, shall cost an additional sixteen dollars and seventy-five cents (\$16.75) per week for each week.

3. Every third (3rd) year this Agreement is effect, the parties shall meet to negotiate any required price changes affecting the terms and conditions of this Agreement. The PARTIES

anticipate that the costs of future services may increase due to changes in fuel prices, changes in Campbell County Landfill “tipping fees”, and other costs of operations. Both parties shall strive to keep all anticipated future cost increases to a minimum.

IV. OPERATIONS, PICKUP DAYS, OBLIGATIONS OF THE PARTIES

1. Any dumpster shall be considered “full” and subject to emptying and disposal if the dumpster contains sufficient solid waste to fill approximately one half (1/2) of the internal volume of the dumpster.

2. The designated day for solid waste pickup and disposal at the CAM-PLEX shall be Tuesday. In the event of a legal holiday, weather emergency, or other event that would delay or prohibit the pickup and disposal of solid waste, the following Wednesday shall be the pickup day. If any event would interfere with such a pickup schedule, such as a blizzard or other weather event, the CITY shall pickup and dispose of the CAM-PLEX solid waste as soon as possible upon the end of the weather event or other emergency.

3. CCPLB may arrange for additional pickup times and days by contacting the CITY’s Public Works Director, or his designee, at least forty-eight (48) hours prior to requiring the additional pickup and disposal services.

4. The CITY shall provide, maintain and transport all dumpsters to CAM-PLEX property. Placement of dumpsters within CAM-PLEX for events, or otherwise, shall be the responsibility of CAM-PLEX.

5. This MOU is with regard to the disposal of eligible solid waste of or at the CAM-PLEX. The PARTIES agree that the following is not eligible for the CITY to dispose of and are outside the scope and requirements of this Agreement: dead animals, manure, animal by-products, yard waste, lawn clippings, sod, dirt, gravel, rocks, concrete, tires, batteries, chemicals, motor oil, waste oil, electronics, or any other items which are prohibited to be disposed of at the Campbell County Landfill by order of the Campbell County Commissioners, County Ordinance, State Statute or Federal Law. The CITY retains the right to refuse to pick up and dispose of the contents of any dumpster that contains these items. Upon the rejection of any dumpster, due to its contents, the CITY shall immediately notify the CCPLB representative so that corrective action may occur.

V. TERMINATION

Either party may terminate this Agreement by providing written notice of termination of the Agreement thirty (30) days prior to the anniversary date of the Agreement.

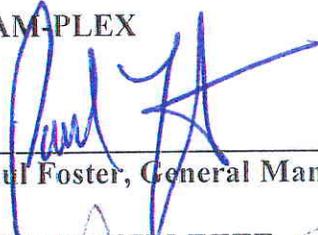
VI. MISCELLANEOUS PROVISIONS

The CCPLB and CITY further agree as follows:

1. The CCPLB shall designate a representative of the CCPLB to discuss any operational concerns arising from the operation of this Agreement. The Public Works Director, or his or her representative shall be the representative of the CITY with regard to any discussions concerning the operations of this Agreement.
2. The PARTIES agree to abide by mutually acceptable procedures and protocols with regard to the disposal of solid waste and agree to abide by all local ordinances and State laws with regard to the handling, transportation, and disposal of solid waste generated at or by the CAM- PLEX.
3. This Agreement is intended to supersede any previous written or oral Agreements regarding the CITY's collection of solid waste at the CAM- PLEX.
4. This Agreement, consists of ~~three~~ (3) pages, shall constitute the full Agreement between the PARTIES and any amendments, alterations or modifications hereof shall be in writing and signed by the PARTIES' named representatives.
5. Should any provision of this Agreement be found un-enforceable, the remaining provisions shall remain in full force and effect.

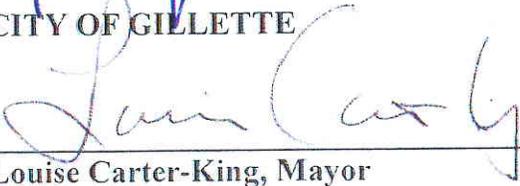
PASSED, APPROVED AND ADOPTED this 5th day of August, 2016

CAM- PLEX



Paul Foster, General Manager

CITY OF GILLETTE



Louise Carter-King, Mayor

(S E A L) ATTEST:

Karlene Abelseth, City Clerk

NORTHLAND VILLAGE LOCAL IMPROVEMENT DISTRICT #50

Presentation to Gillette City Council

August 16, 2016





BACKGROUND INFORMATION

- February 23, 2007, Gillette City Council passes Ordinance #3472 creating a Local Improvement District (LID).
- The purpose of the LID was to create a special assessment within the Northland Village Mobile Home Park for construction and installation of water and sewer lines and street improvements.
- Resulted in 121 total assessments made against the individual lots within the Northland Village Mobile Home Park.

FINANCIAL INFORMATION

- The original project amount: \$869,002.80
- HOA Funds, Savings, Pre-Paid: \$113,838.87
- Initial Lien Amounts: \$755,163.93

Resulted in Individual Assessments against lots within Northland Village of either \$6,931.91 or \$7,020.19 depending on lot location, pre-payment amount, and other individualized issues.

Lot Owners had two ways to proceed. Pay the assessment, interest free, within 30 days of the assessment, or finance their share at 2.5% for ten years.

CURRENT FINANCIAL STATUS

- Of the original 121 assessments, 91 are paid in full, and the LID assessment liens have been released from their property. The remaining 30 are the topic for tonight's discussion.

Current with Regular Monthly/Annual Payments:	9
Delinquent with Some Payments Being Made:	2
Substantially Delinquent or NO Payments:	19

The Delinquent Balance with interest is approximately **\$101,691.55**

HOW TO PROCEED?

- We are approaching the ten year point for repayment of the assessments, so planning on how to proceed is now required.
- We assume the 9 making regular payments will meet the deadlines for payment in full, and we will file lien releases for those properties.
- We also believe it is safe to assume the 2 delinquent accounts, currently making some payments, will figure out a way to finalize payments.
- Our real concern is the 19 delinquent accounts – who have made no payment on the account, or have made small payments years ago.

WAYS TO INITIATE COLLECTION

Under Wyoming Statutes, any collection action to be undertaken will require a formal ordinance, enacted by the City Council, granting authority to undertake collection action and declaring the default.

Authority can be granted, within the Ordinance, for the City Administrator, or other representative of the City, to determine the type, nature and extent of the collection actions to be taken.

The Ordinance would likely require demand letters to homeowners, and their lenders, setting forth liability, and the authority by City Staff to proceed with the collection. If successful payment terms are not negotiated thereafter, additional legal action could be authorized.

WAYS TO INITIATE COLLECTION

Power of Sale

- Wyoming Statute 15-6-410 allows for “Power of Sale”
- Publish in Gillette News Record of delinquency and auction
- Lot owner has 2 years to redeem the property from Purchaser
- City may obtain title to the property, but likewise as 2 year redemption
- Relatively inexpensive process to complete, but long process

WAYS TO INITIATE COLLECTION - Continued

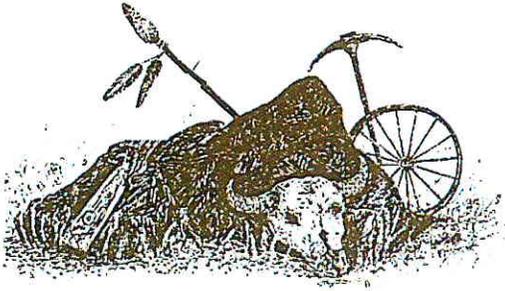
Judicial Foreclosure

- Lawsuit is filed in the District Court against all delinquent accounts in one single lawsuit.
- It is possible that their individual mortgage holder (bank) would likewise be a party to the litigation as an interested party.
- Upon proving liability, the District Court has the authority to order a foreclosure sale on the liens.
- The sale is then undertaken by the Sheriff, with a public auction on the Court house steps. The sale process is very similar to a mortgage foreclosure as you would generally see in other residential properties.

WAYS TO INITIATE COLLECTION - Continued

- With direction tonight, we would anticipate providing an Ordinance through General Information for review and comment, then proceed with the three (3) readings of the Ordinance at Council's discretion.
- We know and understand there is a financial consequence to the individual lot owners in this matter, but there is also an impact to the City.
- In addition, it must be remembered that for the individual lot owners, they were financed at 2.5%, they had ten years to pay, there was no penalty for pre-payment/early payment. They chose how to pay and structure their payments. All we are asking for now is to uphold their promise to pay when the time came.

QUESTIONS?



ROCKPILE MUSEUM

Campbell County Rockpile Museum

900 West Second Street • Gillette, WY 82716

Phone: (307) 682-5723 • Fax (307) 686-8528

E-Mail: rockpile@vcn.com

August 11, 2016

Mr. Carter Napier, City Administrator
City of Gillette
Box 3003
Gillette, WY 82717

Greetings Mr. Napier,

In celebration of Gillette's 125th Anniversary, the Campbell County Rockpile Museum has planned an old West show by the Cheyenne Gunslingers on August 27th from 12:00 noon to approximately 12:45 p.m. In April, Museum staff member Wendy Legerski spoke with Lt. Brent Wasson about any specific concerns by law enforcement and the required procedures to bring this event to Gillette. We completed a street closure application for the 100 block of Gillette Avenue which was approved on May 18th by the City Council. We have moved forward with the many planning details for this large-scale public event.

A recent call from Chief Hloucal informed us that a letter of permission to discharge weapons within City limits is required. We would like to request this permission and are happy to provide any additional information that may be required. The Deputy Chief Marshal of the Cheyenne Gunslingers has already provided us with details of their safety protocol, and their 33-year safety record is important to them. Blank ammunition is used during the performance, and the organization has specific procedures in place regarding ammo preparation, handling, and distribution which are overseen by a designated officer. We are excited to bring this free old West show to families in Gillette and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Robert Henning". The signature is written in a cursive style with a large initial "R".

Robert Henning
Museum Director

OFFICE OF STATE LANDS AND INVESTMENTS

Instructions to complete the Application Summary Form for Governmental Entity Grant and/or Loan assistance.

An application Summary Form is to be completed and accompany each application when applying for funding from one or more of the following programs:

Federal Mineral Royalty Capital Construction Account Grants (MRG)

Wyoming Joint Powers Act Loans (JPA)

The Office of State Lands and Investments will reproduce and provide the completed Summary Form to the State Loan and Investment Board as the applicant's summary of the request for funding. The applicant should view this form as its opportunity to inform the Board of the need for the project and reason the applicant feels the state should help in financing the project. There is no limit on the length of the Application Summary Form, please attach additional forms if needed. However, the Office suggests a bulleted format and the applicant should bear in mind the time constraints of the State Loan and Investment Board.

The narrative provided in the form should include at a minimum the following information:

- The type of entity the applicant is (city, county, water and sewer district, etc.).
- The approximate population of the applicant that the project will serve directly and indirectly.
- A brief description of the project and why the applicant needs the project.
- The requested amount from each funding source requested by the applicant and the percentage of the total project cost requested from each funding source.
- The applicant must also describe the source and the status of all matching funds.
- The applicant must provide an estimated project schedule that addresses planning, design and construction of the project.
- If the applicant submits multiple applications for consideration at one meeting, the applicant must provide its priority ranking of those applications.
- If the applicant needs the project to meet a federal or state health and/or a safety requirement the applicant must provide the specific health or safety requirements the project will address.
- If applying for a loan the applicant must list all sources of proposed security for the loan.

For special districts, the following information is also required:

- The geographical area the special district covers and the date when the County Commissioners formed the district.
- If the applicant is water and sewer district or an improvement and service district, the narrative must include the number and type of lots the project will serve initially and the total number of lots in the district, and the current zoning of the district. For example, is the district zoned for residential use only or for commercial use or for a combination of uses?

Office of State Lands and Investments SUMMARY FORM

Applicant: Campbell County Joint Powers Fire Board

Project Name: Fire Station Number 9 - Wright

Type of entity the applicant is: Joint Powers Board Population of applicant (City or Town): 46,176

Percentage of the applicant's population directly served by the project: 25%

Applicant's submitting multiple applications must establish priority ranking: Priority # 2 of 2

Brief description of the project and why applicant needs the project: (Attach additional pages if needed, must be legal size)

Funding for the project is for engineering and remediation of infrastructure at the existing Campbell County Joint Powers Fire Board Fire Station Number 9 located in Wright. This station was completed in 2010 and is currently experiencing ground shifting resulting in cracks to the foundation, floor and walls. Engineering analysis will determine the cause of the change occurring to the building and then remediation will make corrections and repairs before further deterioration occurs.

Project Schedule: Estimated Start Date: 1 October 2016

Estimated Construction End Date: 30 June 2017

Is project needed to meet federal or state health and/or safety requirement? Yes ___ No X (If yes the applicant must provide the specific health or safety requirements the project will address)

List top three (3) Funding Sources, Amounts and Status of matching funds:

<u>Funding Source</u>	<u>Amount</u>	<u>Status</u>	<u>Amount Expended on Project</u>
Consensus Revenue	\$500,000.00	Application Pending	\$0.00

Estimated total project cost: \$500,000.00

Balance of Project incomplete: 100%

Amount of grant funds requested: \$500,000.00

Reimbursement Rate: 100%

Special District: Yes No

- The geographical area the special district covers and the date when the County Commissioners formed the district
- If the applicant is water and sewer district or an improvement and service district, the narrative must include the number and type of the lots the project will serve initially and the total number of lots in the district, and the current zoning of the district. For example, is the district zoned for residential use only or for commercial use or for a combination of uses?

STATE OF WYOMING
STATE LOAN AND INVESTMENT BOARD
INFRASTRUCTURE FINANCING

APPLICATION

Applicant: Campbell County Joint Powers Fire Board **Date:** 16 August 2016

Mailing Address: 106 Rohan Avenue **Contact Person:** Clark Melinkovich

City: Gillette **State:** WY **Zip:** 82716

E-mail Address: bshank@ccfire.us **E-mail Address:** CMM08@ccgov.net

Phone No.: (307) 682-5319 **Phone No.:** (307) 687-6446

Fax No.: (307) 686-2222 **Population:** 46,176 - County

Applicant's Tax I.D. Number: 83-0222168 **County:** Campbell

Project Name: Fire Station Number Nine (#9) Wright

Project Description: Requesting County Wide Consensus Block Grant Funds for the engineering and remediation of infrastructure at the existing Campbell County Joint Powers Fire Board Fire Station Number 9. This station was completed in 2010 and is currently experiencing ground shifting resulting in cracks to the foundation, floor and walls.

Applicants submitting multiple applications must establish priority ranking:

Priority # 2 of 2

List all Funding Sources for the project:

County Wide Consensus \$250,000.00 Pending

Funding Source (if approved, list grant or loan number)	Amount	Status Pending	Amount Approved	Expended (approved funding expended)
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Estimated total project cost: \$250,000.00

Balance of Project incomplete: 100%

Amount of grant funds requested: \$250,000.00

Reimbursement Rate: 100%

(Each invoice will be reimbursed at the rate above)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

Bill Shank – Fire Chief
Name and Title (typed) Signature Date

Clark Melinkovich – Engineer (307) 687-6446
Name and Title of Contact Person Phone No.

E-mail: CMM08@ccgov.net

STATE OF WYOMING
STATE LOAN AND INVESTMENT BOARD
INFRASTRUCTURE FINANCING
APPLICATION

Applicant: Campbell County **Date:** 1 August 2016

Mailing Address: 500 S. Gillette Avenue **Contact Person:** Clark Melinkovich
Suite 1400

City: Gillette **State:** WY **Zip:** 82716

E-mail Address: KCK08@ccgov.net **E-mail Address:** CMM08@ccgov.net

Phone No.: (307) 685-8061 **Phone No.:** (307) 687-6446

Fax No.: (307) 687-6468 **Population:** 46,176 - County

Applicant's Tax I.D. Number: 83-6000103 **County:** Campbell

Project Name: Pine Tree Fire Station

Project Description: Requesting County Wide Consensus Block Grant Funds for the construction of a new Campbell County Joint Powers Fire Board Fire Station, Pine Tree, in close proximity to the intersection of State Highways 387 and 50. Pine Tree Station will be located on a 1.0 acre parcel adjacent to Highway 50, leased long term from the Ruby Ranch. This new location will provide more efficient and broader coverage to the residents and businesses in the south central area of Campbell County.

Applicants submitting multiple applications must establish priority ranking:

Priority # 1 of 2

List all Funding Sources for the project:

Funding Source <small>(if approved, list grant or loan number)</small>	Amount	Status Pending	Amount Approved	Expended <small>(approved funding expended)</small>
County Wide Consensus	\$150,000.00	Pending		

Estimated total project cost: \$150,000.00
Balance of Project incomplete: 100%
Amount of grant funds requested: \$150,000.00
Reimbursement Rate: 100%
(Each invoice will be reimbursed at the rate above)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

Kevin C. King – Director
Name and Title (typed) Signature Date

Clark Melinkovich – Engineer (307) 687-6446
Name and Title of Contact Person Phone No.

E-mail: CMM08@ccgov.net

OFFICE OF STATE LANDS AND INVESTMENTS

Instructions to complete the Application Summary Form for Governmental Entity Grant and/or Loan assistance.

An application Summary Form is to be completed and accompany each application when applying for funding from one or more of the following programs:

Federal Mineral Royalty Capital Construction Account Grants (MRG)

Wyoming Joint Powers Act Loans (JPA)

The Office of State Lands and Investments will reproduce and provide the completed Summary Form to the State Loan and Investment Board as the applicant's summary of the request for funding. The applicant should view this form as its opportunity to inform the Board of the need for the project and reason the applicant feels the state should help in financing the project. There is no limit on the length of the Application Summary Form, please attach additional forms if needed. However, the Office suggests a bulleted format and the applicant should bear in mind the time constraints of the State Loan and Investment Board.

The narrative provided in the form should include at a minimum the following information:

- The type of entity the applicant is (city, county, water and sewer district, etc.).
- The approximate population of the applicant that the project will serve directly and indirectly.
- A brief description of the project and why the applicant needs the project.
- The requested amount from each funding source requested by the applicant and the percentage of the total project cost requested from each funding source.
- The applicant must also describe the source and the status of all matching funds.
- The applicant must provide an estimated project schedule that addresses planning, design and construction of the project.
- If the applicant submits multiple applications for consideration at one meeting, the applicant must provide its priority ranking of those applications.
- If the applicant needs the project to meet a federal or state health and/or a safety requirement the applicant must provide the specific health or safety requirements the project will address.
- If applying for a loan the applicant must list all sources of proposed security for the loan.

For special districts, the following information is also required:

- The geographical area the special district covers and the date when the County Commissioners formed the district.
- If the applicant is water and sewer district or an improvement and service district, the narrative must include the number and type of lots the project will serve initially and the total number of lots in the district, and the current zoning of the district. For example, is the district zoned for residential use only or for commercial use or for a combination of uses?

Office of State Lands and Investments SUMMARY FORM

Applicant: Campbell County

Project Name: Pine Tree Fire Station

Type of entity the applicant is: Campbell County Population of applicant (City or Town): 46,176

Percentage of the applicant's population directly served by the project: 20%

Applicant's submitting multiple applications must establish priority ranking: Priority # 1 of 2

Brief description of the project and why applicant needs the project: (Attach additional pages if needed, must be legal size)

Construction of a new construction of a new Campbell County Joint Powers Fire Board Fire Station, Pine Tree, in close proximity to the intersection of State Highways 387 and 50. Pine Tree Station will be located on a 1.0 acre parcel adjacent to Highway 50, leased long term from the Ruby Ranch. This new location will provide more efficient and broader coverage to the residents and businesses in the south central area of Campbell County.

Project Schedule: Estimated Start Date: 1 October 2016

Estimated Construction End Date: 31 March 2017

Is project needed to meet federal or state health and/or safety requirement? Yes ___ No ___ X (If yes the applicant must provide the specific health or safety requirements the project will address)

List top three (3) Funding Sources, Amounts and Status of matching funds:

<u>Funding Source</u>	<u>Amount</u>	<u>Status</u>	<u>Amount Expended on Project</u>
Consensus Revenue	\$150,000.00	Application Pending	\$0.00

Estimated total project cost: \$150,000.00

Balance of Project incomplete: 100%

Amount of grant funds requested: \$150,000.00

Reimbursement Rate: 100%

Special District: Yes No

- The geographical area the special district covers and the date when the County Commissioners formed the district
- If the applicant is water and sewer district or an improvement and service district, the narrative must include the number and type of the lots the project will serve initially and the total number of lots in the district, and the current zoning of the district. For example, is the district zoned for residential use only or for commercial use or for a combination of uses?

DEPARTMENT OF ENGINEERING - Project Status Report

8/3/2016

Project Manager - Bonnie Hochhalter

PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
15EN25	Pathway Repairs 2015	\$300,000.00	In-House	SIMON CONTRACTORS			
	SCOPE OF WORK		COMMENTS				
	The designated pathway is on the north side of Westover Road from Skyline to Overdale - approximately 5100 LF.		Project is in design. Rick Eddy is core drilling the existing pathway to determine the thickness of the current asphalt. Preliminary plan set is being drawn and will be ready for review on February 9th. Kurt is reviewing plan set - 2/13/2015. Kurt still has the plan set under review. Kurt returned the reviewed plan set on April 1, comments were addressed and the project is ready for bid. This project has been placed into a winter shut-down until June 2016. Simon Contractors has requested a tentative start date of May 16, 2016 - weather permitting. Project restarted on May 18th and will be substantially complete on June 9th with the weather days. The Project will be final on June 23 and ready for payment directly after. This project is complete - awaiting close-out paperwork from Simon Contractors.		9-Feb-15	90% Review	6-Feb-15
					20-Feb-15	100% Plan Set	7-Apr-15
					20-Feb-15	Final Report	7-Apr-15
					6-May-15	Bid Date	6-May-15
					19-May-15	Council Award	19-May-15
					9-Jun-16	Substantial Completion	8-Jun-16
					23-Jun-16	Final Completion	20-Jun-16
				5-Jul-16	Council Acceptance		
16EN11	PMS 2016 Schedule B	\$1,400,000.00	PCA Engineering, Inc.	TBD			
	SCOPE OF WORK		COMMENTS				
	Sunridge Ave (1490 LF), Paintbrush Dr (740 LF), Columbine Dr (480 LF), Jonquill Lane (500 LF), and minor asphalt patching on Summerfield Lane, Carrington Ave, Huntington, Mountain Shadow, Chancery and Fairway Dr.		Plan set reviewed at 90% and returned to PCA for revisions. Due to budgetary concerns this project has been put on hold until a later date.		21-Sep-15	Proposal	21-Sep-15
					6-Oct-15	Council Approval	6-Oct-15
					1-Feb-16	90% Review	6-Jan-16
					16-Mar-16	100% Plan Set	11-Feb-16
					16-Mar-16	Final Report	11-Feb-16
					TBD	Bid Date	
					TBD	Council Award	
				TBD	Substantial Completion		
				TBD	Final Completion		
				TBD	Council Acceptance		
16EN13	Alley PMS 2015	\$500,000.00	Bruce Engineering	Powder River Const, Inc.			
	SCOPE OF WORK		COMMENTS				
	Portion of the alley from 5th St to 6th St between Gillette Ave and Kendrick Ave (200 LF) including removing and replacing several sewer service Fernco wyes if needed, West 5th St running east from Warren Ave to the end of the alley (200 LF), the alley running from West 5th St to 4th St between Gillette Ave and Warren Ave (320 LF) including repairing the sanitary manhole invert and small length of sewer if needed, and the alley running from 3rd St to 4th St between 4J Rd and Rockpile Blvd (340 LF) including removing and replacing the existing 8" sanitary sewer line.		Construction has started on the Cloud Peak alley between 5th Street and 6th Street. Due to the private construction on the north end of the Cloud Peak alley at 5th Street, PRC has chosen to move to the 3rd Street Alley to do the sewer work. They are also pot-holing the Court House alley to locate the gas main in case it has to be lowered. The gas company can get the line lowered while PRC is on the 3rd Street alley. At the end of the project, PRC will go back to the Cloud Peak alley and do the north end of the alley project. The sanitary sewer is complete on the 3rd Street alley and PRC has closed 4th Street to extend the PVC mainline 65 LF to the south in preparation of PMS 2016 Schedule C. With the change order to add the 65 LF of sewer main and additional 5 working days were added to the project. The 3rd Street Alley is complete and PRC has moved to the Courthouse alley, June 21st. The Courthouse alley has all of the surface complete as of July 20th and the alley opened August 3rd.		5-Oct-15	Proposal	5-Oct-15
					20-Oct-15	Council Approval	20-Oct-15
					22-Jan-16	90% Review	25-Jan-16
					5-Feb-16	100% Plan Set	23-Feb-16
					5-Feb-16	Final Report	23-Feb-16
					17-Mar-16	Bid Date	24-Mar-16
					5-Apr-16	Council Award	5-Apr-16
				11-Aug-16	Substantial Completion		
				25-Aug-16	Final Completion		
				20-Sep-16	Council Acceptance		

DEPARTMENT OF ENGINEERING - Project Status Report

8/2/2016 7:58

Project Manager - Dustin Hamilton, P.E.

8/2/2016

PROJECT NUMBER	YES House Girls Residential Treatment Facility	Contract \$	DESIGNER	CMAR	DATES	MILESTONE	ACTUAL DATES
		TBD	Noel Griffith Jr. & Assoc. Architects	TBD			
14EN22	SCOPE OF WORK		COMMENTS				
	Design and Construction of YES House Girls Residential Treatment Facility. Approximately 10,000+ square foot structure located on north side of the YES House Campus.		The installation of the foundation drain system on the THCOH is complete. The final surfacing restoration/repairs have been completed. The project is now in the final acceptance phase.		Spring 2014	Design	
					May/June 2014	GMP Approval	
					July 2014	Constuction Start	
PROJECT NUMBER	Gillette Aquatic Park Design	Contract \$	DESIGNER	CMAR	DATES	MILESTONE	ACTUAL DATES
		TBD	AT Architecture				
15EN13	SCOPE OF WORK		COMMENTS				
	Preliminary/Conceptual Design/Site Selection of Outdoor Aquatic Park.		The 95 % plans are complete and have been submitted for review. Staff will review the plans, make final comments and complete the design, such that the project can be bid when funds are available.		Winter/Spring 2014	Preliminary Design	
					2015/16	Final Design	

DEPARTMENT OF ENGINEERING

8/2/2016

PROJECT STATUS REPORT - Jade Butler

	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	Contractor	PROPOSED DATES	MILESTONE	Actual DATES
	Donkey Creek Festival Improvements	\$ 110,000.00	Jade Butler	In House	TBD			
16EN28	SCOPE OF WORK		Comments				Eng Notice to Proceed	
	Improvements to the Donkey Creek Festival location at the Gillette College. Improvements to include new retaining wall, a new concrete stage as well as electrical improvements and possible drainage improvements to the area.		Project to be partly funded by grants. Project currently in the design phase. Project was submitted for a grant in april of 2016. The full grant amount was not awarded. Direction has been given to cut items to reduce budget and to bid either the fall of 2016 or spring of 2017.				Final Drawing 100%	
						TBD	Council Award	
							Notice to Proceed	
							Final Completion	
							Council Acceptance	
	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	Contractor	PROPOSED DATES	MILESTONE	Actual DATES
	PMS 2016 Schedule C	\$ 800,000.00	Jade Butler	CEI Engineering	S & S Builders			
16EN12	SCOPE OF WORK		Comments			7-Oct-15	Eng Notice to Proceed	
	Engineering firm to assess conditions and design improvements and repairs for four distinct areas. Areas to include 1. 4th street(4-J to Richards) 2. 6th st (west of Warren to Gillette Ave.) 3. 4th St.- (Gillette Ave to Emerson) 4. 5th St. (Gillette Ave to Brooks)		Project has been narrowed down to just repair and replacement on 4th street -4-J to Richards and Gillette Ave to Emerson st. Project has been awarded to S & S Builders and they have started the work on June 27th, 2016. Currently the contractor has replaced most sidewalk, curb and gutter, other concrete items as well as concrete paving from Carey St to just short of Kendrick street. Contractor will be starting demolition of west 4th street			15-Mar-16	Final Drawing 100%	
						17-Apr-16	Council Award	17-Apr-16
						27-Jun-16	Notice to Proceed	27-Jun-16
						15-Oct-16	Final Completion	
							Council Acceptance	
	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	Contractor	PROPOSED DATES	MILESTONE	Actual DATES
	Boxelder Extension- Highway 50-Overdale		Jade Butler	Dowl	Hedquist Const.			
11EN32	SCOPE OF WORK		Comments				Eng Notice to Proceed	
	Project with Wydot to construct a new road and infrastructure including water lines and sanitary sewer from Highway 50 to Overdale Dr. The City is responsible for the underground utilities and Wydot is in charge of the road work.		The Project has been iunder construction since spring of 2016 and currently about 75% of the water and sewer has been completed. The contractor has been off site since May and is suppose to return to the project in August so that they can reach the completion date of October 15, 2016.				Final Drawing 100%	
							Council Award	
						1-Mar-16	Notice to Proceed	
						15-Oct-16	Final Completion	
						1-Dec-16	Council Acceptance	

DEPARTMENT OF ENGINEERING - Project Status Report

8/1/2016

Project Manager - Josh Richardson

PROJECT NUMBER	Boxelder Extension Phase III	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
		TBD	DOWL-HKM	Earth Works			
15EN06	SCOPE OF WORK To develop an extension to Boxelder Road from Burma Avenue to Skyline Drive (Highway 50). Includes utilities and new pavement.		COMMENTS The project was awarded to Earth Works at \$2,640,972.04. Major earth moving is complete. Work is complete. Waiting on paperwork for final acceptance.		4-Aug-15	Council Award	18-Aug-15
					8-Sep-15	Construction Start	8-Sep-15
					24-Jun-16	Substantial Completion	7-Jul-16
					18-Jul-16	Final Competition	28-Jul-16
					02-Aug-16	Council Acceptance	
PROJECT NUMBER	Boxelder Road Enhancements-Emerson to 59	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
		\$ 724,000.00	PCA Engineers	TBD			
16EN16	SCOPE OF WORK Widen roadway and gentle the S curve on Boxelder Road. Project includes a permanent traffic signal at the K-Mart exit. (Budget includes ROW acquisition and design for 4-J to Emerson)		COMMENTS PCA has been selected as design engineers on the project for \$125,192.00. Construction timing to be determined during budgetary review in 2016. Design is progressing.		20-Oct-15	Council Award	20-Oct-15
						Construction Start	
						Substantial Completion	
						Final Competition	
PROJECT NUMBER	School Zone Crossings - Phase 2	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
		\$ 167,300.00	City	TBD			
15EN27	SCOPE OF WORK Install improvements to school crossings as noted in Safe Routes to School Travel Plan. This project includes school neck down and crossing improvements to various locations within the City.		COMMENTS A WYDOT grant will provide \$133,840 of the \$167,300 allocated to the project. Construction is underway with most of the concrete completed except for the islands at Sage Valley Junior High and Kluver. Lights and signage will be installed before school starts.		5-Apr-16	Council Award	17-May-16
					25-May-16	Construction Start	27-Jun-16
					18-Aug-16	Substantial Completion	
					1-Sep-16	Final Competition	
PROJECT NUMBER	Dalbey Park to Gillette College Pathway, Phase 1	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
		\$ 312,000.00	TBD	TBD			
17EN01	SCOPE OF WORK This pathway contains a boardwalk in Dalbey Park and west of Highway 59, a concrete path under the Highway 59 bridge along with esthetic improvements and a wall to control Donkey Creek during low flows and a pump station for high flow situations.		COMMENTS Grant has been received by WYDOT and they will be reviewing the project in Gillette August 3rd.			Council Award	
						Construction Start	
						Substantial Completion	
						Final Competition	
PROJECT NUMBER	Dalbey / Energy Sports Pathway	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
		\$ 305,646.25	In House	TBD			
16EN04	SCOPE OF WORK The multi-use pathway is to connect Dalbey Memorial Park and the Energy Capital Sports Complex along Sinclair Street. The 8' pathway includes a bridge over Donkey Creek and a Rapid Flashing Beacon at Butler Spaeth and Sinclair which will also be used as a school crossing when the new school is built.		COMMENTS Most of the design is in house. An Environmental Assessment (EA) has been performed and approved by WYDOT. Construction should take place once final documents have been approved.			Council Award	
						Construction Start	
						Substantial Completion	
						Final Competition	

DEPARTMENT OF ENGINEERING - Project Status Report

7/31/2016

Project Manager - Kurt Siebenaler, P.E.

PROJECT NUMBER	Boxelder Road - Hwy 50 to Overdale (11EN32)	BUDGET \$ 2,064,000	ENGINEER WyDOT - Staff	CONTRACTOR tbd	PROPOSED DATES	MILESTONE	ACTUAL DATES
11EN32	SCOPE OF WORK		COMMENTS		tbd	Proposal	
	This is a Urban Systems Project that will extend Boxelder Road from Highway 50 to Overdale Drive in the Westover Subdivision. It will be a three lane, major collector.		WyDOT opened bids and the project has been awarded to Hedquist Construction, a Casper Company. Construction started on February 23rd. They are done with the majority of the earthwork for the new roadway. They have installed most of the sanitary sewer main and 12" water main (out-side of the Overdale Intersection). They are currently hauling in aggregate base for the road.		17-Nov-15	Council Concurrence	Nov. 17th
					1-Mar-16	Notice to Proceed	Feb. 23rd
					30-Oct-16	Final Completion	
PROJECT NUMBER	Boxelder Road West Utility Extension Project	BUDGET included above	ENGINEER In-house and DOWL	CONTRACTOR tbd	PROPOSED DATES	MILESTONE	ACTUAL DATES
11EN32	SCOPE OF WORK		COMMENTS				
	The construction management services will be done with city staff and with minimal assistance from DOWL for the water main and sanitary sewer main extensions along Boxelder Road between Overdale and Hwy 50. (Part of the Urban Systems Project with WyDOT)		This project will be incorporated into the Boxelder Road Extension Project that WyDOT is managing. The utility plans have been inserted into the roadway plans and the utility extensions will be inspected by DOWL in conjunction with WyDOT's roadway improvements.			Will be included in project above.	
PROJECT NUMBER	Fishing Lake Improvements - Phase II	BUDGET \$ 150,000	ENGINEER HDR Engineering	CONTRACTOR tbd	PROPOSED DATES	MILESTONE	ACTUAL DATES
14EN30	SCOPE OF WORK		COMMENTS				
	To design bank stabilization and new outlet works for the lake and design dredging operations to enhance the water quality.		HDR has been working on the design. They submitted a technical report on dredging options that staff will review with City Council. They continue working on the bank stabilization and outlet works designs. This project will be delayed until funding for construction is approved in the budget.		tbd	Preliminary Design	
					tbd	Final Design	
					tbd	Bidding	

Engineering Development Summary

Permits Issued and Improvements Accepted

Meadowlark Elementary School - New 6" Fire/Domestic Waterline - PTC issued on 7/12/16
Gillette College Rodeo Ag Complex (Water Main) - PTC issued on 7/18/16
Gillette Madison Pipeline Project - Contract 8 - Blending Line - PTC issued on 7/22/16
South Campus Soccer Field Addition - Grading & Storm Sewer - PTC issued on 7/25/16

Homestead Development Site & Utilities - Accepted on 7/5/16
TownePlace Suites Site & Utilities - Accepted on 8/2/16
Paradise Pointe Subdivision Improvements - Accepted on 8/2/16

Permits Under Review

Gillette College Road Ag Complex Water Main (Modified PTC) - 1st submittal
Meadowlark School - New 6" Combination Fire/Domestic Line - 1st submittal
South Campus Soccer Field Addition - Grading & Utilities - 1st submittal
Gillette Madison Pipeline Project - Contract 8 - Blending Line - 1st submittal

Additional Development Staff Reviews, Meetings, and other Miscellaneous Items

Attended a Staff Review Meeting on 6/16/16 to present review comments on the following projects:

- *Minor Final Plat - Lot 8A, Block 2, Original Town of Gillette, a Resubdivision of Lots 8, 9, 10, 11, & 12, Block 2 Original Town of Gillette*
- *Commercial Site Plan - RC Ranch Business Park I, Building 3*
- *Administrative Plat - Lot 18A, Block 5, Remington Estates Phase IV, Filing 1, a Resubdivision of Lots 18 & 19*

Attended a Pre-Staff Review Meeting on 6/23/16

Attended a Staff Review Meeting on 6/30/16 to present review comments on the following projects:

- *Development Plan - Campbell County High School Track & Field Facilities*
- *Administrative Plat - Lot 3A, Block 19, Sutherland Estates Phase VII*
- *Annexation Plat - Aspen Heights Subdivision*

Attended a Pre-Staff Review Meeting on 7/28/16

Final, Interim, and Warranty Inspections Conducted

Paradise Pointe - Final Inspection on 6/28/16
Paradise Pointe - Final Re-Inspection on 6/29/16
Stocktrail Elementary School - Final Inspection on 7/22/16
Stocktrail Elementary School - Final Re-Inspection on 7/29/16

DEPARTMENT OF ENGINEERING - Project Status Report

8/1/2016

Project Manager - Todd Merchen, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	DATES	MILESTONES	ACTUAL DATES
15EN08	Reconstruction of 3rd Street from Gillette Ave. to Kendrick to accommodate downtown special events. Improvements to incorporate Cantenary lighting, public address system, and event electrical circuits		HDR				
					10/15/14	Design PSA award	10/07/14
					Nov-14	Design Kickoff Mtg	10/15/14
					Jan-15	Arch Detail review Mtg	12/05/14
					Feb-15	50% Review	01/15/15
					April-15	90% Review	05/10/15
					Aug-31-2015	Bid Opening	06/25/15
					11/1/15	NTP	08/31/15
						Project Substantial Date	11/24/15
						Stop Work 1	11/24/15
						Stop Work 2	01/20/16
					4/18/16	Notice to Resume	04/04/16
					November-15	Final Completion Date	04/15/16
	Council Acceptance	06/21/16					
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	DATES	MILESTONES	ACTUAL DATES
16EN10	Pavement Management Systems 2016 A	\$ 1,200,000.00	Morrison-Maierle	TBD	10/20/15	Award Design Contract	10/20/2015
						70% drawings	12/4/2015
						Advertise	3/4/2016
						pre-bid	3/10/2016
					3-22-16	Bid Opening	3/22/2016
					3-5-16	Bid Award	
					5/2/16	Construction NTP	5/16/2016
					8/11/16	Substantial Comp	
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	DATES	MILESTONES	ACTUAL DATES
16EN20	Downtown Facility Enhancement	\$ 550,000.00	HDR	Hladky	3-3-16	Rest Room Structure Advertise	4/3/2016
					3-11-16	50% Parking Design	
					3/15/16	RR Prebid	3/15/2016
					3/22/16	RR Bid Opening	3/22/2016
						Site Work NTP	7/25/2016
					end of Aug	Rest Room Structure	
					8/26/16	Substantial	
					9/16/16	Final	
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	DATES	MILESTONES	ACTUAL DATES
16EN21	Paver Pavement Management Software	\$ 100,000.00	TBD				
						Counsel Award	3/2/2016
					Mar-16	Retain Consultant	3/7/2016
	5/15/16	Begin Field survey					



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 11, 2016 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>				
1.	CALL TO ORDER/ATTENDANCE (2.5.10)				
2.	APPROVAL OF AGENDA (2.3.3)				
3.	APPROVAL OF MINUTES (2.3.3) for the A. July 7, 2016 Board meeting (ATTACHMENT "A")				
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS. (ATTACHMENT "B")				
5.	CITIZEN INPUT (2.2.1)				
6.	MONITORING GENERAL MANAGER PERFORMANCE (4.4) A. MANAGEMENT PARAMETERS MONITORING (ATTACHMENT "C")				
	AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED
	i.	3.3	Financial Condition & Activities (Annual Report)	August	8/4/16
<i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.3, Financial Condition & Activities (Annual Report) conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates compliance with the Management Parameters policy provisions, consistent with the General Manager's interpretations."</i>					
7.	BOARD PROCESS				
	A. WYODAK RUNOFF CONTROL IMPOUNDMENT (ATTACHMENT "D") <i>"MOTION: that the Board approve the Wyodak runoff control impoundment. (motion to be 2nd)"</i>				
	B. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3) i. Wyoming Center Trust Fund Use				



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 11, 2016 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>
	<ul style="list-style-type: none"> ii. Wyoming Center Lighting Project Overview iii. HVAC Project Update <p>C. CONTRACTING/PURCHASING DECISIONS (2.2.7): (no actions to be taken at this meeting)</p>
8.	<p>OPERATIONS REPORT/UPDATE (3.8.1.C) Items GM Foster will be discussing include:</p> <p>A. GM Foster will discuss:</p> <ul style="list-style-type: none"> i. Rental Guide ii. NHSFR Proposal Update & Report iii. Solid Waste MOU iv. Updated Budget
9.	<p>MATTERS FOR NOTING:</p> <p>A. MAJOR CORRESPONDENCE: (None)</p> <ul style="list-style-type: none"> i. Thank you letter from 2016 Wyoming Reads (ATTACHMENT "E") <p>B. BOARD CALENDAR: (ATTACHMENT "F")</p> <ul style="list-style-type: none"> i. Upcoming Board Meetings: <ul style="list-style-type: none"> a. September 8, 2016 at 6:30 p.m. (Workshop at 6:00 p.m.) b. October 13, 2016 at 6:30 p.m. (Workshop at 6:00 p.m.) c. Set a date for Annual Planning Meeting. ii. Other meetings/events: <ul style="list-style-type: none"> a. None <p>C. SUMMARY OF FOLLOW-UP ITEMS: (items from this meeting to be followed up at the next meeting)</p>



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 11, 2016 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>
10.	BOARD MEETING EVALUATION (2.1.8) - Board members will share observations/opinions as to: <ul style="list-style-type: none">• what worked really well at this meeting?• what we could have done to make it more productive?
11.	ADJOURNMENT

ATTACHMENT A
Campbell County Public Land Board (CCPLB)
Meeting Minutes
July 7, 2016

Attachment(s)-A1, A2, A3, A4

Board Members	Staff
Present: Shilo Lundvall, Mary Silvernell, Marilyn Mackey, Don Hamm, Duane Evenson, Betty Hough, Skyler Pownall	Present: Paul Foster, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Tim Carsud <i>City Liaison</i> , Patrick Filbin representing the <i>News-Record</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The meeting was called to order at 6:30 PM MDT on July 7, 2016, by Chair Shilo Lundvall.		
2.	Approval of Agenda	The July 7, 2016 agenda was reviewed.	Mr. Evenson made a motion to approve the July 7, 2016 agenda. Mr. Hamm seconded the motion and it passed unanimously.	
3.	Approval of Minutes	The June 9, 2016 CCPLB meeting minutes were reviewed.	Mrs. Silvernell made a motion to approve the June 9, 2016 meeting minutes as presented. Mrs. Mackey seconded the motion and it passed unanimously.	
4.	Consent Agenda	A. Approval of Warrants: The Warrants for the July 7, 2016 meeting were reviewed. - June 2016 Accounts Payable Voucher Numbers 45339-45429 (General Fund/Special Events) in the amount of \$275,165.54. - June 2016 Manual Purchase Order Numbers 9293-9356 in the amount of \$546,780.01. - June 2016 Payroll Warrants in the amount of \$182,106.67 for the period of 5/22/2016-6/18/2016.	Mrs. Mackey made a motion to approve the July 7, 2016 warrants as presented. Mrs. Silvernell seconded the motion and it passed unanimously.	
5.	Citizen Input	None		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	Board Process	<p>A. Incoming CCPLB members, Betty Hough & Skyler Pownall were welcomed to the Board.</p> <p>B. The 2016/2017 budget was discussed.</p> <ul style="list-style-type: none"> • Mr. Foster distributed the County Budget approval letter to the Board (attachment A1) • CAM-PLEX will use the \$93,000 for Capital items from the County. The wireless microphone project is estimated to cost \$85,000. The balance will be used for server upgrades and other needed computer equipment based on prioritized needs. • The Board's budget binders will all need to be updated. • In response to our April 7 request for use of Special Events and Wyoming Center Trust Funds, funding entities had opposing views. County said no and City said yes on use of these funds for Capital projects. General Manager encouraged the Board to continue discussions with funding entities on the use of these funds for Capital projects. <p>C. The Board discussed the letter of intent/proposal to the NHSRA for the NHSFR to be hosted permanently at CAM-PLEX.</p> <ul style="list-style-type: none"> • Board members reviewed the draft letter (attachment A2) sent to them on Tuesday. After discussion the Board members agreed to submit the letter to the NHSRA without the listed items 1-10 and with the recommended changes from Mrs. Mackey. The listed items are topics for negotiations if needed. • Timeframe: The NHSRA could make a decision in October but most likely January at the mid-winter meeting. The desire to know as soon as possible as to what direction the NHSRA would like will be expressed. • CCPLB's future rodeo preferences: <ol style="list-style-type: none"> 1) Host the NHSFR yearly starting in 2020. 2) Host the NHSFR 2 years followed by the National Junior High Finals Rodeo for 2 years Jr. 3) Bid for the 2020-2021 NHSFR. • The National Junior High Finals Rodeo includes 6, 7, and 8 graders and currently is about 2/3 the size of the NHSFR. Not as many states participate but it is 		<p>B. Board members will drop off current budget binders so they can be updated by August meeting. Paul will email the Board reminders to bring them.</p>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>growing. They have some of the same events as NHSFR but some different because of their age. There was discussion of the possibility of doing both events consecutively yearly as well.</p> <p>D. The Board discussed Capital budget items using the Wyoming Center's Trust Fund.</p> <ul style="list-style-type: none"> • Two possible budget items from that fund were discussed, the digital signage project for CAM-PLEX and the Wyoming Center's exterior lights update. <ul style="list-style-type: none"> ◦ The digital signage project is part of a complete visual communications strategy CAM-PLEX wide that would start with the Wyoming Center. Benefits would include CAM-PLEX branding and potential marketing revenue from advertisement charges. Staff has been working with Four Winds Interactive and the \$17,000 is for development of a comprehensive visual communications program plan. The University of Wyoming uses Four Winds Interactive and possibly Gillette College. Members recommend this to go out to bid. Very little Wyoming Center projects are projected in the next few years. This project entails more than just the Wyoming Center and members discussed having a hard time recommending this project because it's not solely for the Wyoming Center. This should be a budget discussion for next year's budget. ◦ The Wyoming Center exterior lights are being problematic and do fall within the guidelines of this fund's usage. • Members would like clarification on what the procedures are to use the Wyoming Center Trust Fund monies, what is the City and County's roles, and what are the project restrictions. The Board asked Mr. Stevens to research and report back at next month's meeting. The Board would like to see the actual language of this document. <p>E. Several meetings that occurred in June were briefed to the members.</p> <ul style="list-style-type: none"> • Chairman Lundvall went to the June City Council meeting to express the CCPLB's concern for the City 	<p>Mr. Hamm made a motion to use the Wyoming Trust Fund money towards the Wyoming Center's exterior lights update project. Mrs. Silvernell seconded the motion. After much discussion for clarification of trust fund guidelines Mr. Hamm withdrew his motion and Mrs. Silvernell seconded the withdrawal.</p>	<p>D. Frank will inform the Board of how the Wyoming Center's Trust Fund monies may be used at the August meeting.</p> <p>Paul will bring the justification for Wyoming Center lights update project to the August meeting.</p> <p>Paul will ask college about their digital marketing.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>not funding Capital projects for CAM-PLEX. The Mayor and Council were sympathetic to the concerns and agreed it was needed, but funding is not available due to extreme drop in city revenues.</p> <ul style="list-style-type: none"> • Mr. Lundvall and Mr. Foster approached City Council asking for their support for NHSFR on a yearly basis. A letter was written endorsed unanimously by the Council. • Mr. Lundvall and Mrs. Silvernell attended the County Commissioner's workshop. The Commissioners also unanimously support the rodeo and wrote a support letter. • Mr. Lundvall expressed the need to look at future funding for CAM-PLEX. The need to be prepared on how items are budgeted and how the Board would like to see this facility look in the future and keep events coming in. • Mr. Lundvall said there have been no meetings with NHSRA personnel and would like the members to use the Wednesday's meet-and-greet to discuss future rodeos here with them. • Governance meeting with Betty and Skyler to inform them on CAM-PLEX issues and teach Board Governance went very well. <p>F. There were no contracting/purchasing decisions at this meeting.</p>		
7.	Operations Report/Update	<p>A. General Manager Paul Foster discussed the following items:</p> <ol style="list-style-type: none"> i. NHSFR volunteers progress <ul style="list-style-type: none"> o Many Board members have signed up. Please keep inviting family and friends. o Board member rodeo shirts will be done next week and distributed to members. o T-shirts are made for all volunteers. ii. Capital projects update <ul style="list-style-type: none"> o Mr. Foster encouraged members to drive around on grounds. Maverick and Indian Paintbrush repairs are done. The road construction was a minor disruption only to the Tiffin RV Rally. o The HVAC Upgrade Phase III capital project was discussed. HVAC controls were not completed this fiscal year. The Board approved the bid mid-May with a June 30 		<p>ii. Chairman Lundvall will approach the City and County regarding the HVAC Upgrade Phase III capital project.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>completion date. The project was delayed and Mr. Foster has requested the vendor to write a letter explaining the delay to give to the Board members, City and County. Mr. Foster sent a letter to the City and the County (attachment A3) requesting the funds be carried over to the next fiscal year. Verbal communication with City Administrator, Carter Napier, indicated the City is in favor of the carryover. However, the County has replied (attachment A4) that no funding is available to carryover for this project. The Board members agreed they would like Chairman Lundvall to approach the City to confirm their half of the \$105,000 is available and has been carried forward. Mr. Lundvall will also approach the County to request their assistance through perhaps a contingency fund.</p> <p>iii. Event Updates</p> <ul style="list-style-type: none"> o PAW performance of Annie went very well. o Tiffin RV Rally was very successful. o Rock Band Camp is underway this week. o Lee Brice Concert will be in next month's financials. Attendance was about 200 short of our goal. 		
8.	Matters for Noting	<p>A. Major Correspondence:</p> <ul style="list-style-type: none"> i. None <p>B. Board Calendar:</p> <ul style="list-style-type: none"> i. The August CCPLB Meeting will be at 6:30 p.m. on August 11, 2016 with the pre-meeting workshop at 6:00 p.m. The next monthly CCPLB meeting is on September 8th. ii. The Governor's Reception and social with the NHSRA Directors will be on 7/20/2016 at 6:00 p.m. Wyoming Office of Tourism will be recognized. Please stay for the performance. Many VIP's will be recognized along with the NHSRA executive Board. The VIP area is at the north side of Morningside Park in the white tent. <p>C. Summary of Follow-Up Items:</p> <ul style="list-style-type: none"> i. Actions to be taken are noted in minutes. 		B. CCPLB members please RSVP for you and a guest for the Governor's Reception.

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
9.	Board Meeting Evaluation	The meeting summary from the Chair was a good addition to the agenda.		
10.	Adjournment	Meeting was adjourned at 7:39 PM MDT		

Respectfully submitted,

Don Hamm, Secretary



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Robert P. Palmer, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
Garry G. Becker, M.D., Chairman
Rusty Bell
Micky Shober
Mark A. Christensen
G. Matthew Avery

27 June 2016

Mr. Paul Foster
General Manager
CAM-PLEX
1635 Reata Drive
Gillette, WY 82178

Dear Paul,

The Board of Commissioners officially adopted the Campbell County Fiscal Year 2016-2017 budget during our June 21st meeting. Campbell County funding for the Joint Powers Public Land Board FY2016-17 budget, by category, is outlined below:

Operating -	\$2,718,823.	(82%)
Capital -	<u>\$ 93,000.</u>	(50%)
Total:	<u>\$2,811,823.</u>	

In addition, the following funding for the Fleet program was approved by the County:

Fleet Depreciation -	\$23,512.
Fleet Contingency -	\$30,000.
Fleet Purchases -	\$15,500.

These funds are held and distributed by Campbell County.

The approved budget reflects adjustments for benefits and payroll expenses. Additionally, \$945,000 for the Heritage Center was removed from Capital. It is our understanding the City of Gillette has made the decision not to provide any funding for Capital, Vehicle Depreciation and Purchases, nor the adjustments for benefit and payroll expenses. Campbell County will maintain the level of funding provided for these accounts and would request that you provide correspondence detailing the items for which the County funds will be expended. As outlined earlier, please present an actual invoice for any capital items to be purchased in the new fiscal year, for approved capital funding to be released.

Paul, on behalf of the Board of Commissioners, I want to thank you, Ms. Keuck, your staff and the Joint Powers Public Land Board for the preparation and presentation of your funding request. The submission of budget information and ensuing discussions for the Fiscal Year 2016-2017 budget proceeded quite well. We ask that you continue to support businesses in Campbell County and emphasize local purchasing. Please remember all Capital purchases will be reimbursed with a detailed invoice.

We welcome your feedback and suggestions as we continue to address austere revenue projections. If you have any questions regarding the Joint Powers Public Land Board operating budget, capital budget, or vehicle replacement account, please contact our office or the Office of the County Clerk.

Sincerely,



Garry G. Becker, M.D.
Chairman

County Clerk
City of Gillette



Letter of Intent for Future NHSFR

CAM-PLEX, Gillette Wyoming

July 24, 2016

The purpose of this letter is to express the intent of the Campbell County Public Land Board to host the National High School Finals Rodeo at the CAM-PLEX Multi-Event Facilities in Gillette, Wyoming on an annual basis starting in 2020. There are mutual benefits to establishing an annual partnership. After the 2017 NHSFR, CAM-PLEX will have hosted the Rodeo 11 times since 1990 which is significantly more than any other facility. Our past success hosting the NHSFR and local community support speaks volumes for how the event would be maintained in the future. Having the event annually would allow us to identify and make incremental changes creating a more efficient event for your membership. The CAM-PLEX facilities were created, maintained, and expanded with the NHSFR event in mind. The NHSFR is focused on developing young athletes and growing the sport of rodeo. CAM-PLEX provides the best facilities, amenities, and environment to make this goal possible.

Other rodeos such as the College National Finals Rodeo and the National Finals Rodeo have chosen permanent locations to host their events. An increased level of consistency can be attained when it is hosted at the same location each year. The administrative and operational costs of the NHSRA would be decreased. Valuable time would be saved eliminating the RFP process. More focus could be placed on creating efficient annual processes and practices. In addition, one of the greatest benefits is the ability to plan further into the future. Both organizations would benefit from a consistent annual schedule with minimal variance.

Campbell County and the City of Gillette are committed to the continued support of the NHSFR and have promised increased resources to make this possible. Their letters of support are included with this proposal. Our community loves this event and supports it. I am unaware of the number of volunteers that other venues use, but we have over 600 volunteers that donate their time in order to provide the best event possible and to portray our community in a positive way.

Marketing for an annual event is more effective. Resources can be combined and expenses can be reduced. Event sponsors can plan and budget their money much more effectively when the rodeo is on an annual cycle. Consistency would add value for potential sponsors. National sponsors would not have to "reinvent the wheel" with their advertising and publicity from year to year.

We are excited about partnering with you and support this outstanding youth event which celebrates our western heritage. In your RFP, it states that the NHSFR is open to new ideas and different approaches to hosting the NHSFR. We have identified several areas in our existing contract that we would like to discuss during the contract negotiations if an annual proposal is supported by the NHSRA. They include but are not limited to the following topics.

1. Sponsorship Packages
2. Commercial Trade Show

- 3. Rodeo Approval Fee**
- 4. Gate Receipts**
- 5. Horse Stalling**
- 6. Contestant Check In**
- 7. Golf Carts**
- 8. Entertainment/Concert**
- 9. Volunteers**
- 10. Future Capital Projects to facilitate rodeo growth.**

The Campbell County Public Land Board would like to schedule a meeting to discuss this proposal during the first few days of the Rodeo. I will work with Rodeo staff to get this scheduled. We appreciate your time and consideration of this proposal. Please contact me with any questions.

**Paul Foster
CAM-PLEX General Manager**

ATTACHMENT A3

June 30, 2016

The City of Gillette
Attn: Mayor Louise Carter King
201 East 5th Street
P.O. Box 3003
Gillette, WY 82717

Dear Mayor and City Council Members,

The HVAC Upgrade Phase III capital project is unable to be completed during the current fiscal year. This project is for temperature controls and monitoring systems for the newly upgraded HVAC System in Energy Hall and the Heritage Center. Despite our best efforts to get this project moving, and concerted attempts to bid it out earlier, it will run into next fiscal year. I am requesting that the entire budgeted amount of \$105,000 be carried over into the next fiscal year to allow us to complete this project.

I do my best to anticipate capital project durations. This project was stalled due to extenuating circumstances with the contractor bidding the project. I realize these requests are the exception and not the rule and will manage our capital projects more proactively in the future. If you have questions or wish to discuss this further please contact me. Your support of this request is appreciated. Thank you for your time and consideration.

Sincerely,

Paul Foster
CAM-PLEX General Manager

CC: Campbell County

Paul Foster

From: Robert Palmer <rpp01@ccgov.net>
Sent: Wednesday, July 06, 2016 6:24 AM
To: Paul Foster
Cc: Garry Becker; Matt Avery; Ivy McGowan; Kevin King; Mark Christensen; Micky Shober; Rusty Bell; Sandra Beeman; Susan Saunders
Subject: HVAC Upgrade Phase III

Good morning Mr. Foster,

I hope your 4th of July holiday was very enjoyable.

Paul, the Board of Commissioners is in receipt of your letter dated 30 June 2016 requesting consideration to carry over \$105,000 for the HVAC Upgrade Phase III project which was not able to be completed in fiscal year 2015/16. As you are aware, the County adopted the fiscal year 2016/17 budget on 21 June, funding for capital projects with the joint powers boards is reimbursed by invoice, and un-obligated monies return to the County general fund at year end. As a result, unfortunately, there is no funding available to carryover for this project in FY 2016/17.

Thank you for the correspondence and please contact me if you have any questions.

Robert P. Palmer
Commissioners Administrative Director
Campbell County Government
500 S. Gillette Avenue, Suite 1100
Gillette, WY 82716
1.307.682.7283
1.307.687.6325 (facsimile)

Sent from office iPad

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

1635 Reata Drive
Gillette, WY 82718

cam-plex@ven.com
www.cam-plex.com



Phone 307-682-0552
Fax 307-682-8418
Tickets 307-682-8802

ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

Campbell County Public Land Board

MONITORING REPORT

TO: Campbell County Public Land Board Members



FROM: Paul Foster, CAM-PLEX General Manager

RE: Annual Monitoring Report on **Policy 3.3: Financial Condition & Activities**

DATE: August 11, 2016

I hereby present my monitoring report on your Management Parameters Policy 3.3 "Financial Condition & Activities," in accordance with the monitoring schedule set forth in Board Policy. I certify that the information contained in this report is true for the year ended June 30, 2016.

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a horizontal line.

SIGNED:

BROADEST POLICY PROVISION: With respect to financial condition and activities, the General Manager will not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board's Ends priorities.

GENERAL MANAGER INTERPRETATION: I interpret this as an obligation to ensure the effective financial condition of CAM-PLEX. My responsibility is to take ownership of our financial condition and be engaged in the decision making processes that influence our financial activities. Additionally, I submit that the Board's concerns about avoiding fiscal jeopardy are comprehensively interpreted and addressed in this policy's subsequent provisions. Regarding expenditures, I interpret "material deviation from Ends priorities" to mean avoidance of waste, such that all expenditures are viewed as investments towards the achievement of Ends.

REPORT: As to expenditures deviating from Ends policies, anticipated expenditures, as itemized in our approved FY 2016/2017 budget, have planning and credibility assumptions included, and are subject to review by the Board, using its monitoring system to ensure adherence to our Budget Policy (3.5). Unbudgeted expenditures are approved by the department head or by the General Manager for approval, based on judgment as to whether the deviation from the budget plan will enhance Ends achievement. All expenditures and procurements during this reporting period have gone through this process as described. I am therefore reporting COMPLIANCE.

My interpretations and reporting data on the financial condition and organizational activities are presented with those provisions, below.

POLICY PROVISION #1: *"The General Manager will not expend more funds than appropriated in the annual budget."*

GENERAL MANAGER INTERPRETATION: This policy requires funds allocated from our funding entities be spent on the identified purposes as outlined in the budget. It is my responsibility to ensure that we do not spend more funds than we are allotted.

REPORT: We include justifications for any line item increases during our budget preparation which helps in the planning process. We also monitor the budget through projection reports completed by each manager during the last three months of the budget period. I review and monitor each projection report to check for congruence and consistency in our allocations. We carry over any excess through the budget process with our "cash carryover" or undesignated fund balance. I can report that we follow these designated policies and procedures completely and send any excess of appropriated funds to the proper accounts. I am therefore reporting COMPLIANCE.

POLICY PROVISION #2: *"The General Manager will not use designated gifts or Board-designated funds for purposes other than stated."*

GENERAL MANAGER INTERPRETATION: Designated gifts are funds donated by private citizens or organizations for the benefit of the Campbell County Public Land Board. Designated funds are those that have a specific use as outlined by law or by previous Board action. I interpret this provision to mean I will ensure these funds are used for the express purposes outlined by the Board or the donor.

REPORT: We have three designated trust fund accounts, WYO-STAR Operations Trust Fund, WYO-STAR Children Series Trust Fund, and WYO-STAR Wyoming Center Reserve Trust Fund. Each fund has an outlined purpose. In the past few years we have received a significant designated gift by the Gladys & Leland Landers Trust. These funds were designated for and sent to WYO-STAR Operations Trust Fund account along with any oil and gas revenue and net income from the Special Events Fund at the end of each fiscal year. In regard to all three trust fund accounts, all money has been placed in the proper account and is being used according to Board Policy. I am therefore reporting COMPLIANCE.

POLICY PROVISION #3: *"The General Manager will not, indebt the CAM-PLEX organization, with exception of credit cards used for regular business purposes and paid in full each month."*

GENERAL MANAGER INTERPRETATION: I interpret this to mean I am not authorized to borrow funds or use corporate assets as security for any purchase contracts. Use of credit cards by myself and staff is permitted, with each card paid in full on a monthly basis.

REPORT: I have not borrowed or used corporate assets in any way to secure any purchase contracts or to pursue any business purposes. There are four staff members who have a corporate First National Bank credit card, and two generic corporate organizational credit cards for miscellaneous staff use. All six (6) cards have balances paid in full. Any other credit or

charge accounts with local vendors are paid in full on a monthly basis. I am therefore reporting COMPLIANCE.

POLICY PROVISION #4: *"The General Manager will not: Operate without settling payroll obligations and payables in a timely manner."*

GENERAL MANAGER INTERPRETATION: Payroll must meet its obligations bi-weekly. For other payables, I interpret "timely" to mean within forty five days of invoice, assuming provisions of goods or services have been completed.

REPORT: As reflected in the most recent "Summation of Accounts Payable & Payroll to be Approved Report" (or warrants) distributed on July 7, 2016, all payables have been administered in a timely manner. Payroll has met schedule and all obligations have been met fulfilled. I am therefore reporting COMPLIANCE.

POLICY PROVISION #5: *"The General Manager will not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed."*

GENERAL MANAGER INTERPRETATION: This provision is interpreted to mean all tax and governmentally required payments or filings (941s, W-2s, etc.) must be made in a timely and accurate manner.

REPORT: All withholding taxes and other such payments have been made within established deadlines. There are no outstanding filings and there have been no late penalties. I am therefore reporting COMPLIANCE.

POLICY PROVISION #6: *"The General Manager will not execute a purchase commitment, check or electronic funds transfer for operations of greater than \$15,000, or for capital expenditures greater than \$15,000, unless such purchase was explicitly itemized in budget monitoring data previously disclosed to the Board. Splitting orders to avoid this limit is not acceptable"*

GENERAL MANAGER INTERPRETATION: All expenditures in excess of \$15,000 that have not been disclosed (in budget monitoring) as part of our budget plan, must be approved by the Board. I interpret "splitting orders" as a way to circumvent and manipulate a policy and understand why it is not permitted as a business practice.

REPORT: There have not been any expenditures in this regard during this reporting period. I am working diligently to enhance the effectiveness of our budget process. By working with the Comptroller and the Management Team, we are establishing an efficient and transparent budget process. By doing this I hope to avoid any unnecessary surprises during the current budget year. I report COMPLIANCE with this policy.

POLICY PROVISION #7: *"The General Manager will not acquire, encumber, or dispose of real property."*

GENERAL MANAGER INTERPRETATION: All decisions regarding the purchase, sale or other claim of/on land, buildings, office or warehouse space are considered to be at the discretion of the Board.

REPORT: I have not pursued any actions in acquiring, encumbering or disposing of real property that belongs to the Campbell County Public Land Board. I am therefore reporting COMPLIANCE.

POLICY PROVISION #8: *"The General Manager will not: Operate without aggressively pursuing material receivables after a reasonable grace period."*

GENERAL MANAGER INTERPRETATION: Our organization may not be lackadaisical regarding collections. I interpret "material" to be all receivables on past due accounts. I interpret "aggressively" to mean we turn over the receivable to a collections agency after established "grace period" guidelines are met.

REPORT: The "grace period" guidelines are as follows: After 30 days past due, we resend the invoice and a letter stating non-compliance. We repeat this same procedure after 60 days and then again at 90 days. After 90 days we turn the account over to a collection agency. We get 60% back of any past due accounts the collection agency is able to recover. We have an allowance of \$1,000 to take care of "bad debt expense". This is supported by our auditors each year and we have not had to increase this number since beginning this practice. I can report there are no excessive outstanding receivables and the few we are pursuing are being handled according to policy. I am therefore reporting COMPLIANCE.

POLICY PROVISION #9: *"The General Manager will not operate without adequate internal controls over procurements, receipts, and disbursements to avoid unauthorized payments or material dissipation of assets."*

GENERAL MANAGER INTERPRETATION: Controls must be in place to ensure that all disbursements are appropriately authorized. Further, all payments of checks, credit card purchases, petty cash, etc. and capitalized equipment inventory must have corresponding documentation sufficient to satisfy the auditor. I interpret fulfillment of this policy to be complete implementation of any practices or procedures recommended by the auditor.

REPORT: We have completed an internal controls procedure form that is on file with the auditor. This insures appropriate measures are taken to insure adequate controls. Controls in place are consistent with Board Policy and the standards prescribed in the auditor's recommendations. The last fiscal audit was presented last year with no journal entries. I am therefore reporting COMPLIANCE.

POLICY PROVISION #9A: *“The General Manager will not operate without clearly delineated procedures and limitations for reimbursement of authorized expenses incurred by Board members, committee members, volunteers and others who are entitled to reimbursement from the organization.”*

GENERAL MANAGER INTERPRETATION: I maintain and disseminate, as needed, travel/expense reimbursement policies applicable to staff, Board/officers and other volunteers (e.g. committee leaders). With the Board’s adoption of the new Board Policy 2.8.2, (“Budgeting for Board Prerogatives”), I interpret my obligation to ensure the aggregate budget as allocated by the Board is adhered to, but individual expenditure decisions within that total budget may be directed by and under the authority of the Board Chair.

REPORT: We have not had any Board expenditures relating to this policy since the recent adoption of Board Policy in December of 2015. During the past calendar year, all Board related expenses/reimbursement processes have been uniformly applied. I am therefore reporting COMPLIANCE.

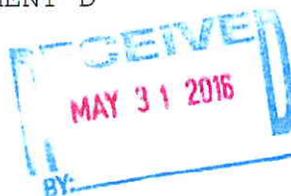
POLICY PROVISION #9B: *“General Manager credit card statements must be reviewed and approved by the Board Chair or Vice-Chair within 30 days of payment. General Manager expense reimbursements must be reviewed and authorized for payment by the Board Chair or Vice-Chair.”*

GENERAL MANAGER INTERPRETATION: Expense reports and documentation/receipts for my credit card purchases, along with year-to-date budget comparisons, are to be provided to the Board Chair, or if not available, the Vice-Chair, for approval at each scheduled Board meeting no later than 60 days after payment.

REPORT: At each regularly scheduled Board meeting, our finance department provides required documentation and receives authorization, by personal signature, from the Chair or Vice-Chair, prior to issuing my expense reimbursements. The same process is followed for my credit card expenses. For both these expenditures, payments have been made on schedule, with required reviews/approvals on file for each. I am therefore reporting COMPLIANCE.



Stevan H. Mueller
Stevan.Mueller@blackhillscorp.com



3338 Garner Lake Road
Gillette, Wyoming 82716
P: 307.682.3410
F: 307.682.0208

May 26, 2016

Mr. Larry Gilbertz, Chairman
Campbell County Public Land Board
1635 Reata Drive
Gillette, Wyoming 82718

Re: Wyodak Runoff Control Impoundment

Dear Mr. Gilbertz:

On January 6, 1986 Kerr-McGee Coal Corporation donated 202.4 acres to the Campbell County Public Land Board (CCPLB). This tract was part of the original East Gillette Mine but was no longer needed when Kerr-McGee relinquished the underlying federal coal lease. A May 13, 1976 overstripping agreement between Wyodak and Kerr-McGee allowed Wyodak to maximize coal recovery on the west edge of the South Pit by stripping topsoil and overburden inside the Kerr-McGee property. A new agreement between the CCPLB and Wyodak was signed on June 11, 1986 that reaffirmed the original overstripping agreement and provided Wyodak with the right to use a strip of land 240 feet west of the east boundary of the SE1/4 of Section 29, T50N R71W. In exchange, Wyodak agreed to donate 40 acres in the SW1/4 SW1/4 of Section 28 to the CCPLB following bond release. Control of the 240 foot overstrip would also be returned at that time.

Wyodak plans to initiate final bond release in 2016 on the reclaimed lands within the overstrip and 40 acre donation. This is normally a two-year process if the regulatory requirements are met. One item to address is the runoff control impoundment near the Thunder Basin Speedway parking area. When the race track was built the drainage patterns were altered and additional runoff was directed toward the corner adjacent to the Highway 51 right-of-way. This resulted in significant gulley erosion on the reclaimed sideslope. In response, Wyodak constructed an impoundment within the overstrip to intercept the runoff and protect the sideslope. The impoundment was designed to contain a 2-year, 24 hour precipitation event.

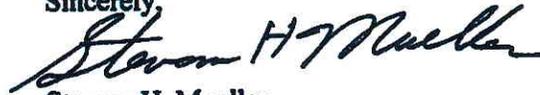
The future of the impoundment will need to be addressed as part of the bond release process. There are significant advantages to leaving this impoundment intact. It will continue to protect the sideslope, part of which is located in the overstrip to be returned to the CCPLB. It will also provide long-term protection for the wetlands on the floor of the South Pit Depression against a potential oil spill from the race track. It also appears that

runoff that accumulates in the impoundment is beneficially used by the race track for dust control during racing events.

If the Campbell County Public Land Board is agreeable to retaining the runoff control impoundment as a permanent feature, Wyodak will take the next step to obtain approval from the Wyoming Department of Environmental Quality/Land Quality Division.

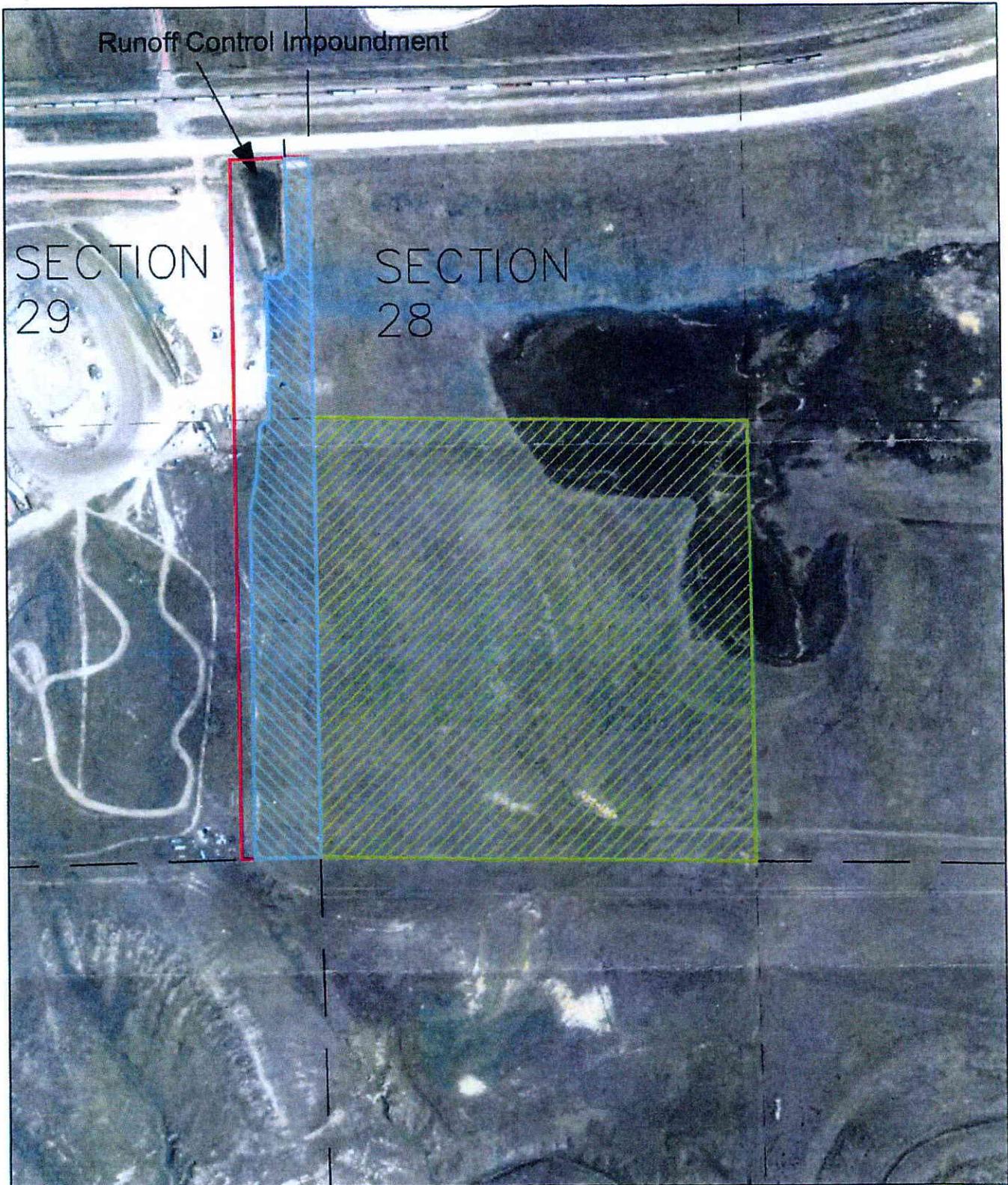
Please call me if you have any questions or need additional information.

Sincerely,



Stevan H. Mueller

cc: Paul Foster



T.50N. R.71W.

LEGEND

-  40 Acre Donation to CCPLB
-  1986 Overstrip
-  Reclaimed Lands



WYODAK RESOURCES DEVELOPMENT CORP.

REVISIONS		3338 GARNICH LAKE RD	
DATE	BY	COLLECTIVE WY 82718	
Wyodak Runoff Control Impoundment			
DESIGNED BY	DATE	DRAWN BY	DATE
CHECKED BY	DATE	APPROVED BY	DATE



Terri Lesley
director

Paul Foster
CAM-PLEX General Manager
1635 Reata Drive
Gillette, WY 82718

RE: \$250 Land Board Community Grant
2016 Wyoming Reads

Dear Mr. Foster:

Thank you for awarding the 2016 Wyoming Reads Celebration a \$250.00 Land Board Grant. Our 11th annual celebration held May 19th was a huge success with 817 first graders, and 100 teachers and volunteers. This event would not be possible without the use of the CAM-PLEX facility and the help of your dedicated staff. Everything is always in perfect order when we arrive.

Thanks for supporting this celebration and making it successful.

Sincerely,

Janet S. Tharp
Youth Services Coordinator
Wyoming Reads Area Contact

September 2016

September 2016							October 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

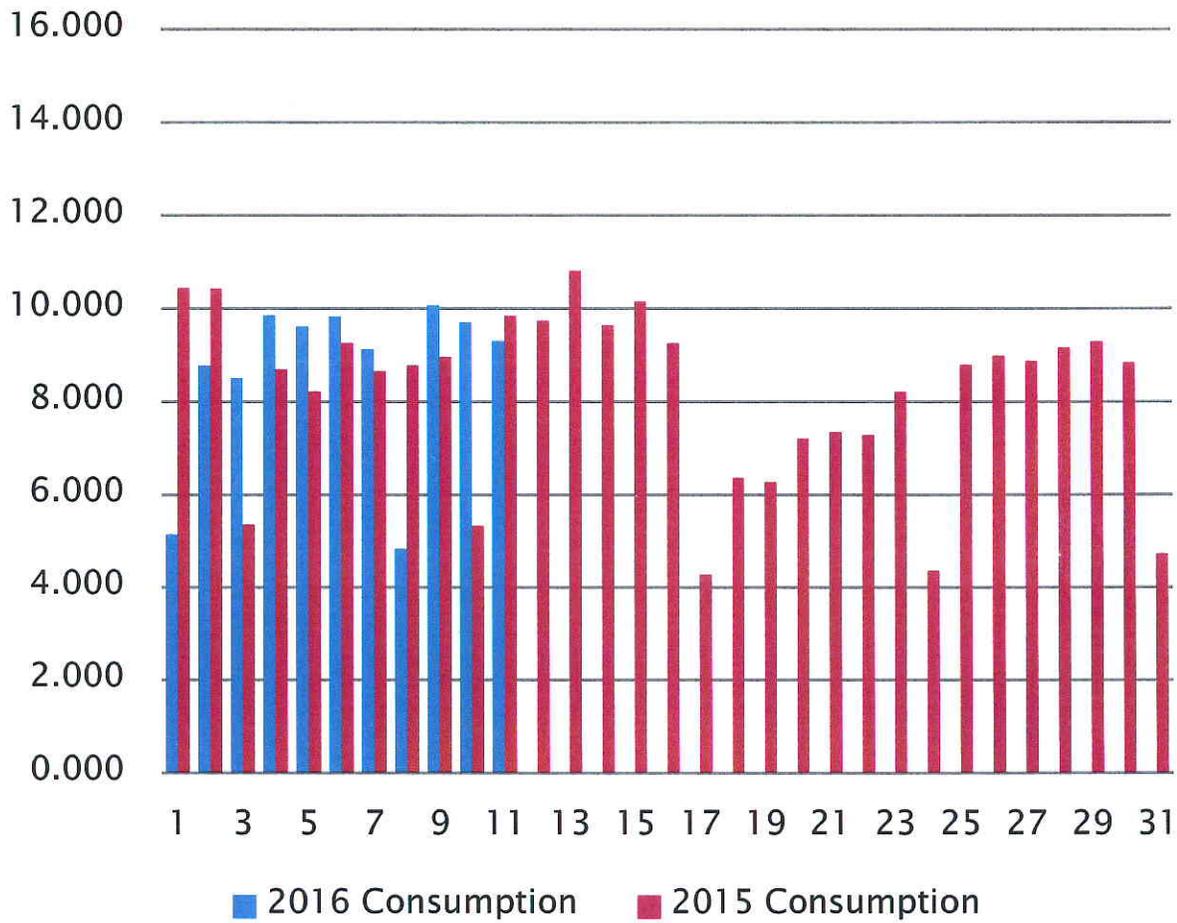
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 28	29	30	31	Sep 1	2	3
4	5	6	7	8 6:00pm CCPLB Workshop (Board Room) 6:30pm CCPLB Monthly Board Meeting	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Oct 1

October 2016

October 2016							November 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 25	26	27	28	29	30	Oct 1
2	3	4	5	6	7	8
9	10	11	12	13 6:00pm CCPLB Workshop (Board) 6:30pm CCPLB Monthly Board Meeting	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Nov 1	2	3	4	5

August Water Use (MGD)



8/5/2016	9.627
8/6/2016	9.838
8/7/2016	9.131
8/8/2016	4.836
8/9/2016	10.081
8/10/2016	9.721
8/11/2016	9.315

SEVENTH DAY SLUMBER



 FISHES
REMAIN
SILVER SYDE
SET FOR THE FALL

AUGUST 31 6PM

WALMART PARKING LOT

FREE! (BRING A DONATION)