



# CITY OF GILLETTE

## Administration

201 E. 5th Street • Gillette, Wyoming 82716  
Phone 307.686.5203 • Fax 307.686.1593  
www.gillettewy.gov

### MEMORANDUM

TO: Mayor and Members of the City Council  
FROM: Patrick G. Davidson, City Administrator  
RE: General Information  
DATE: August 23, 2019

The following meetings are scheduled for the week of **August 24 – August 30, 2019**

#### Tuesday, August 27<sup>th</sup>

##### 6:00 p.m. City Council **Special Meeting**, Agenda Attached

- Energy Capital Sports Complex Buildout Discussion
- **ACTION ITEM:** Council Consideration for the Authorization for Staff to Advertise and Bid the 2020 Energy Capital Sports Complex Improvement Project to Include Turf Multi-Purpose Fields with Bid Alternates.
- Review September 3, 2019 Council Agenda
- Executive Session
- **City Hall – Council Chambers**
- Dinner Served at 5:30 p.m. – 3<sup>rd</sup> Floor Conference Room

1. Attached please find a **news release** regarding **Energy Capital Sports Complex Public Meeting on August 27, 2018 at 6:00 p.m.** in the **City Council Chambers** provided by **Communications Manager Palazzari**.
2. Attached please find **information** regarding **August Gillette Mobile Pantry Statistics** dated **August 21, 2019** provided by **Wyoming Food Bank of the Rockies Communications and Development Manager Victoria Ziton**.
3. Attached please find an **invitation** to the **Campbell County Conservation District 2019 Area I Meeting** on **September 18, 2019** at the **Gillette College Tech Center** at **9:00 a.m.** provided by the **Campbell County Conservation District**.
4. Attached please find **Moody's Annual Issuer Comment Report on the City of Gillette** dated **August 22, 2019** provided by **Finance Director Henderson**.
5. Attached please find the **meeting minutes** for the **Campbell County Public Land Board** dated **August 8, 2019** provided by **Cam-Plex**.
6. Attached please find a **flyer** regarding the **Walk to End Alzheimer's** on **September 7, 2019** provided by **The Legacy Living and Rehabilitation Center Resident and Family Relations Coordinator Mary Barks**.
7. Attached please find a **thank you card** from **Personal Frontiers, Inc.**
8. Attached please find a **thank you card** from an **Adult Treatment Court Graduate**.

PGD/adw

	<b>Special Meeting</b> Tuesday, August 27, 2019 Meeting: 6:00 p.m. <b>City Hall Council Chambers</b>

Dinner served at 5:30 p.m. in the 3rd Floor Conference Room

**Agenda Topics:**

- Energy Capital Sports Complex Buildout Discussion
- **ACTION ITEM:** Council Consideration for the Authorization for Staff to Advertise and Bid the 2020 Energy Capital Sports Complex Improvement Project to Include Turf Multi-Purpose Fields with Bid Alternate.
- Review September 3rd Council Agenda
- Executive Session

**Upcoming Work Session Topics:**

**September 10**

- Behavioral Health Steering Committee Presentation
- Employee Benefits Presentation
- Gurley Bridge Update
- Review September 17th Agenda
- Executive Session

**September 24**

- Mowing Debrief/Snow Pre-Brief
- Wholesale Power Update
- Review October 1st Agenda
- Executive Session

**October 8**

- Animal Control Bid Discussion
- ECSC Bid Discussion
- Review October 15th Agenda
- Executive Session

**October 22 - Canceled**

**October 29**

- Review November 5th Agenda
- Executive Session

**November 12**

- Review November 19th Agenda
- Executive Session

**November 26**

- Review December 3rd Agenda
- Executive Session

**Upcoming Council Pre-Meeting Topics**

**September 3**

- Edible Prairie Project Presentation
- City Pool Debrief
- Review September 3rd Agenda
- Executive Session

**September 17**

- NMPP Water Distribution Rates
- Review September 17th Agenda
- Executive Session

**October 1**

- Review October 1st Agenda
- Executive Session

**October 15**

- Review October 15th Agenda
- Executive Session

**November 5**

- Review November 5th Agenda
- Executive Session

**November 19**

- Review November 19th Agenda
- Executive Session

**Upcoming Activities**

**September 2** – Labor Day Holiday

**September 26** – Senior Center Luncheon  
12:00 p.m., CC Senior Center

**City/County/Town Budget Meeting**

## Agenda Items for September 3, 2019

1. Council Consideration of a Street Closure on Gillette Avenue from 1st Street to 2nd Street, October 5, 2019, from 3:00 p.m. to 10:00 p.m., for a Brewfest Fundraiser, Which will Include Outdoor Music, Requested by the John Paul II School Fundraising Committee.

(New Business – Minute Action)

2. Council Consideration of a Malt Beverage Permit on October 5, 2019, from 3:00 p.m. to 10:00 p.m. on Gillette Avenue from 1st Street to 2nd Street, for a Brewfest Fundraiser, Which will Include Outdoor Music, Requested by the John Paull II School Fundraising Committee.

(New Business – Minute Action)

3. Council Consideration of a Resolution Authorizing the Submission of an Application to the Wyoming Department of Environmental Quality for the Clean Water State Revolving Fund (CWSRF) Loan Program for the Governing Body of the City of Gillette, Wyoming, for the Purpose of partially funding a Wastewater Treatment Facility Headworks Improvement Project in the amount of \$3M.

(New Business – Minute Action)

4. Council Consideration of a Resolution Authorizing Utilities Department Staff to Submit a Level III Grant Application on Behalf of the City of Gillette in the Amount of \$3,072,974.46 to the Wyoming Water Development Commission for Projects to Extend Regional Water Service to Existing Improvement and Service Districts and Other Water Systems Collectively Referred to as "Water Districts" Located within the Designated Service Area as Established by the December 21, 2010 City/County Joint Powers Agreement for the Gillette Regional Water Supply Project.

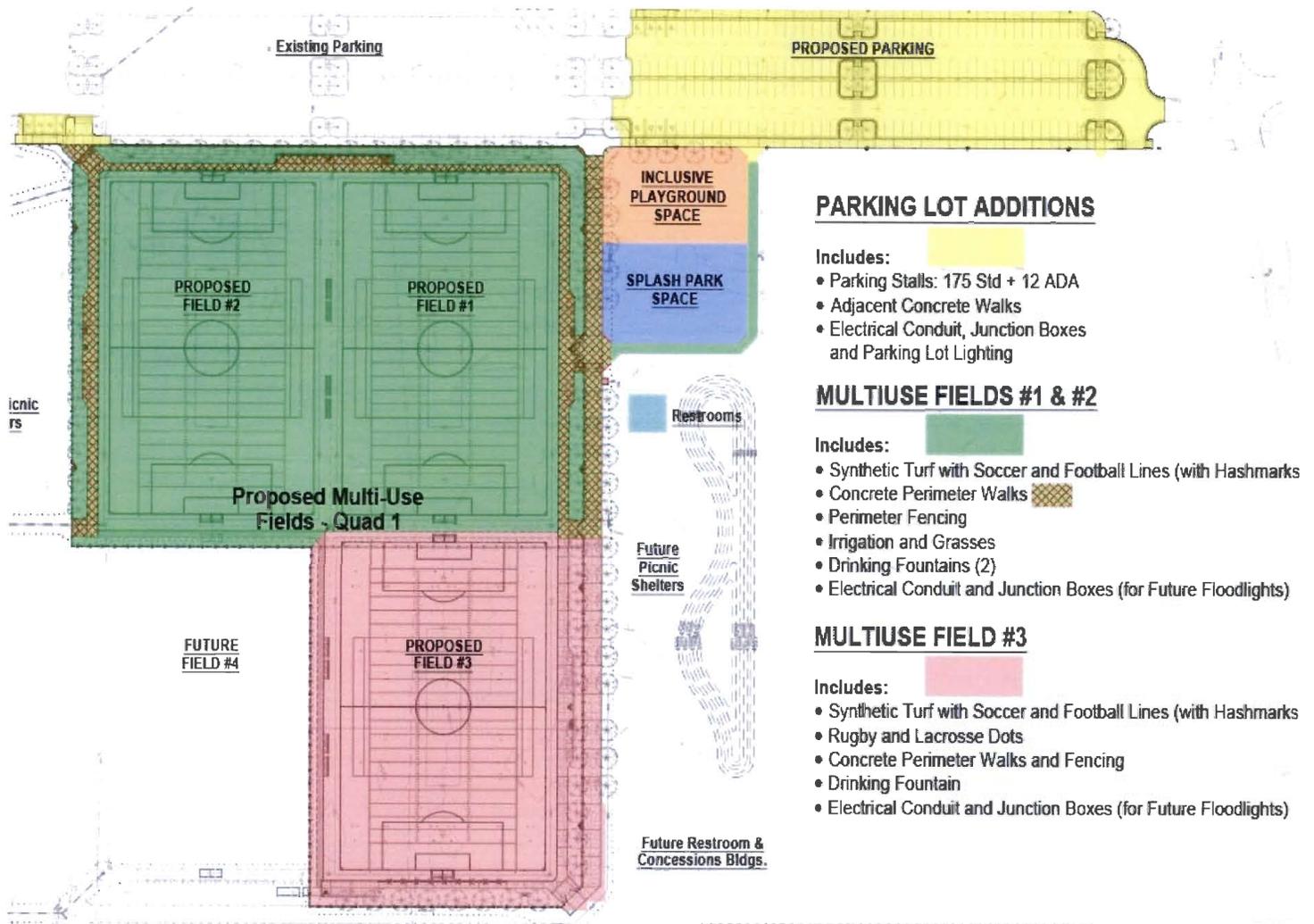
(New Business – Minute Action)

## Energy Capital Sports Complex Public Meeting on August 27th

### Multi-purpose fields, splash pad, and inclusive playground included in design

Post Date: 08/22/2019 11:30 AM

The Gillette City Council will be conducting a public meeting on Tuesday, August 27th, 2019 at 6:00 p.m. in the City Council Chambers (201 E. 5th St.) to present new design concepts for the Energy Capital Sports Complex. This meeting will give residents of Gillette an opportunity to see the design concepts in a formal presentation. Time will be allotted for attendees to ask questions and voice their opinion on the design.



The design for the buildout of the Energy Capital Sports Complex includes two multipurpose turf fields (with a possible third field), a splash park, and an inclusive playground space with ADA equipment. An expansion of the existing parking lot is included, as well as pathways and bathroom facilities in the location of the fields and park spaces.

At the conclusion of the public meeting, the Council will consider an action item to authorize staff to advertise and bid the project.

For more information, contact Communications Manager Geno Palazzari at (307) 686-5393.

[Return to full list >>](#)



Angela Williams <angelaw@gillettewy.gov>

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## Fwd: August Gillette Mobile Pantry, by the numbers

1 message

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Patrick Davidson <patrickd@gillettewy.gov>

To: Angela Williams <angelaw@gillettewy.gov>, Jennifer Toscana <jennifert@gillettewy.gov>

Wed, Aug 21, 2019 at 3:46 PM

For GI please

Pat

----- Forwarded message -----

From: Victoria Ziton <vziton@foodbankrockies.org>

Date: Wed, Aug 21, 2019 at 8:35 AM

Subject: August Gillette Mobile Pantry, by the numbers

To: Kate Balamut <Kate@flcwy.org>, Patrick Davidson <patrickd@gillettewy.gov>, Jennifer Toscana <jennifert@gillettewy.gov>, flc@familylifechurchgillette.org <flc@familylifechurchgillette.org>, gaill@gillettechamber.com <gaill@gillettechamber.com>, ashleyh@paintbrushservices.com <ashleyh@paintbrushservices.com>, arossi@gillette seniors.org <arossi@gillette seniors.org>

Cc: Brandis Sunday <brandiss@reliantfcu.com>, Trista Ostrom <trista.ostrom@wyo.gov>, ghasman@gillette newsrecord.net <ghasman@gillette newsrecord.net>

**Good morning!**

**Here are stats that might interest you...**

WBFR provided 2 truck drivers, 2 warehouse staff, and 3 office staff *(that's nearly 80% of our staff!)*

There were a total of 82 volunteers, who worked a total of 207.5 hours.

Your teams helped serve 678 adults, 594 children, 133 seniors, 394 families

In just one day, you helped provided nearly 30,000 lbs. of supplemental free food to those affected by the mine closures.

**Thank you for EVERYTHING you do for food-insecure Wyoming families.**



*-Victoria*

Victoria Ziton

Communications & Development Manager

**Wyoming Food Bank of the Rockies**

PO Box 1540

Evansville, WY 82636-1540

Direct: 307-232-4011

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Email: [PatrickD@gillettewy.gov](mailto:PatrickD@gillettewy.gov)



**OFFICE**

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**BOARD OF SUPERVISORS**

Lindsay Wood, Chair  
Casey Elkins, Vice-Chair  
Jaime Tarver, Sec/Treas.  
BJ Clark  
Richard Hauber

August 20, 2019

The Campbell County Conservation District invites you to the 2019 Area I Meeting on September 18, 2019 at the Gillette College Tech Center, 300 West Sinclair Street in Gillette, Wyoming.

Please find enclosed, the Agenda for the Area I Meeting, and a copy of the Minutes from the 2018 Area I Meeting.

The registration fee will be \$10.00 per person, which will include lunch and breaks. We ask you to RSVP to Crystal at [cccd2@vcn.com](mailto:cccd2@vcn.com) before **September 9, 2019**.

Please contact our office at (307) 682-1824 with any questions or for more information. We look forward to seeing you.

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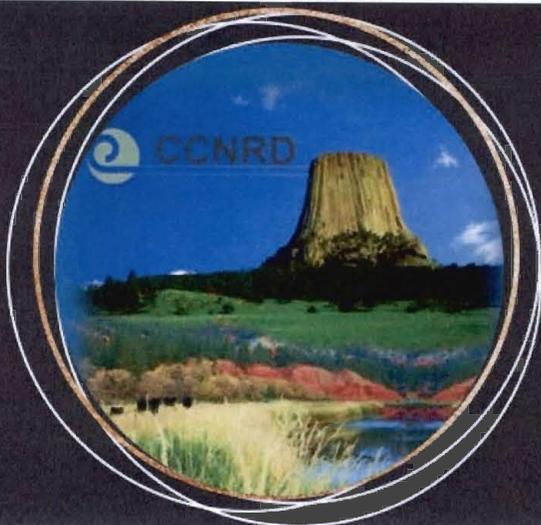
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Richard Hauber

**Wyoming Association of Conservation Districts  
Area I Meeting  
Hosted by Campbell County Conservation District  
September 18, 2019**

- 9:00 a.m. **Call to Order Ryan Fieldgrove, Area I Director**  
Welcome from Host District  
Introductions of attendees
- 9:15 a.m. Supervisor/Employee Training  
Conservation District Law  
Public Records Act  
Open Meetings Act  
Administrative Procedures Act  
Public Officials Ethics Act
- 10:30 a.m. Break – Visit College Urban Rain Garden  
  
Update on statewide special district training program – Wyoming Association of Special Districts
- 11:15 a.m. NRCS Update & Discussion on NRCS & District MOU updates
- 12:30 p.m. **Luncheon**
- 1:30 p.m. WDA Update
- 2:00 p.m. **Business Meeting, Chairperson, Wayne Garman, Area I Director**  
a. Roll Call of voting delegates  
b. Review and approval of 2018 Minutes  
c. President’s Report – Todd Heward  
d. Elections  
Area I Director position - Currently held by Ryan Fieldgrove, Clear Creek Conservation District  
Area I Alternate director – Currently vacant  
Councilman – Currently held by Jennifer Hinkhouse  
e. Legislative Issues  
f. Resolutions  
g. Convention 2019 – Hosted by Clear Creek Conservation District, Buffalo November 13-15, 2019  
h. Area I Meeting 2020 will be hosted by Clear Creek CD  
i. Any other business

WCDEA meeting will follow the Business Meeting – Election of Area I Representatives

4 p.m. Adjourn



# 2018 Area I Meeting

**Host:** Crook County Natural Resource District

**When:** September 18<sup>th</sup>, 2018

**Where:** Moorcroft Town Center  
101 South Belle Fourche Avenue  
Moorcroft, Wyoming 82721

**Introduction:** The Area I Meeting commenced at 9:04am and was called to order by Area I Director, Wayne Garman. Mr. Garman provided a brief introduction and requested that all attendees introduce themselves and state their affiliation.

- Guests: Jeanne Whalen, Crook County Commissioner and Tris Munsick, Plank Stewardship Initiative
- Campbell County representatives: Debbie Hepp, Clay Wood, Bob Maul, Brenda Schladweiler, Jaime Tarver, and Crystal Kellebrew
- Crook County representatives: Sarah Anderson, Raesha Sell, Ted Parsons, Wayne Garman, and Wanda Burget
- Clear Creek representatives: Amanda Hulett, Zach Byram, Virgie Watt, and Ryan Fieldgrove
- Powder River representatives: Anita Bartlett, Kevin Lund
- Sheridan County representatives: Edith Heyward, Jackie Carbert, Carrie Rogaczewski, and Susan Holmes
- Weston County representatives: Lacey Sloan, Jerry Varner, Austin Sommerville, and Alicia Redding
- WACD representative: Bobbie Frank
- NRCS representatives: Paul Eitel, Allison Mckenzie, Tim Kellogg, Andrew Cassiday, Keela Deaton, Rusty Schwartz, and Kresta Faaborg
- WDA representatives: Chris Wichmann and Justin Caudill

**Welcome Message:** Crook County Commissioner Jeanne Whalen welcomed attendees to Moorcroft and provided an overview of Crook County natural resources that help support local communities and the economy. Mrs. Whalen conveyed that the Crook County Natural Resource District works closely with producers to help them manage and improve different landscapes by offering programs that improve forest health and water quality, as well as recycle electronics. She mentioned that the Crook County NRD has been helping producers in the Carlile area with their water quality, quantity and pH issues, as well as helping landowners with concerns addressing water quality and soil erosion with new pipeline placements. Mrs. Whalen stated that even without mill levy funding, the Crook County NRD is able to provide needed services to local producers, collaborates closely with federal and state agencies, and provides monthly updates to the Crook County Commissioners.

**Natural Resources Conservation Service Update:** Rusty Schwartz provided a NRCS report on behalf of Astrid Martinez, who is attending the Southwestern Regional NACD meeting. Mr. Schwartz

commenced by providing a Farm Bill update and followed by supplying staff updates. He stated that Leonard Jordan is still the acting Chief in Washington; Mr. Schwartz welcomed Kresta Faaborg, who is the new Wyoming Assistant State Conservationist in Programs (also easement specialist); he stated NRCS developed a workload analysis plan and determined there is still a need for positions to be filled in Wyoming—the highest priority in the eastern side of the State is a Rangeland Management Specialist to be located in Newcastle, as well as Soil Conservation Technicians.

Mr. Schwartz provided a brief Farm Bill update and stated that the SAMS and DUNS requirements have been eliminated. He stated that Wyoming NRCS is wrapping up the 2018 program year, is obligating the rest of the contracts, and is making improvements in the review process to make it more efficient. He spoke about the elimination of Statewide subaccounts and the creation of local division accounts, which are based on local resource concerns. The Division 4 allocation was over \$1M and the Division 5 allocation was around \$9K. Mr. Schwartz said the FY18 EQIP award was approximately \$14.5M million, the Divisions received approximately \$8.5M, EQIP incentives totaled approximately \$3.5M, RCPP was awarded over \$3M, and the Statewide subaccounts totaled \$2.5M. National headquarters will be releasing a new Conservation Assessment and Ranking Tool (CART) to consolidate programs and make the ranking process more efficient; expected release date of February 2019. Mr. Schwartz provided an update on the Agriculture Management Assistance Program and Regional Conservation Partnership Program, which will have another batching date in November of 2018 with projects obligated in January of 2019. He provided feedback regarding Local Working Group Meetings and stated that soil health workshops have been well received and that Wyoming hosted 19 workshops, and had over 1,000 producers attend.

**Wyoming Department of Agriculture Update:** Justin Caudill provided an update regarding procurement rules/policy, public record rules/policy. He requested that all Conservation Districts e-mail him and Bobbie Frank, letting them know where they are in the rule-making process for both procurement and public records, and if they are moving forward with rule-making by creating or updating their policy. Mr. Caudill spoke about the work the WDA has been doing on sage-grouse implementation and amendments, and on wild horse issues in the western side of the State. WDA has been hosting public meetings regarding the black-tailed prairie dog and black-footed ferrets. WDA has concerns relating to domestic sheep and wild sheep interactions, specifically on situations where permittee's grazing sheep has their preference bought out by third parties when the permittee turns back (vacates) their allotment. These allotments often are placed on a lower priority level for monitoring by the Forest Service, which makes it almost impossible for these allotments to be reissued for grazing, due to NEPA requirements. The WDA Director has updated his priorities for the Rangeland Health Assessment Program (RHAP), allowing the program to be used on allotments that do not have permittees. This will allow RHAP funding to be available on vacant allotments so that the monitoring data can be collected to begin the NEPA process. WDA has a mediation program, which provides a third party to facilitate conversations with individuals. This year the mediation program has been used on farm credit disputes, neighbor to neighbor issues, work place disagreements, and on grazing differences relating to Forest Service Allotments. WDA offers training materials on its website, and conducts webinar and traditional trainings for anyone who may have an interest in becoming a state certified mediator. Michelle MacDonald is working on 2019/2020 Lab Funds, which totals to \$3,882.00 available to each eligible Conservation District. The Water Quality Program has approximately \$281K remaining; a second RFP has been issued for listed and non-listed waters, with a deadline date for applications of November 2nd, 2018. The RHAP has approximately \$141K remaining, and a second RFP was issued with a closing date of November 30th, 2018. Chris Wichmann continued the WDA update by elaborating on the RHAP and its intent and uses. WDA is involved with the Forest Plan Amendment regarding prairie dogs on the Thunder Basin National Grasslands. Concerns have arisen regarding the prairie-dog population expansion to

approximately 75,000 acres in 2016-17, when historically they were at 13,000 acres before plague reduced populations to endemic levels. This last year the prairie-dog population was decimated due to the plague. WDA is hosting a series of informative meetings through December of 2018, and is planning on providing a proposed action to the USFS regarding their upcoming Forest Plan Amendment. NGOs involved include WWF, Black Footed Ferret Friends, and Defenders of Wildlife. Mr. Wichmann continued his update by stating that WDA is acquiring Good Neighbor Authority status with the Forest Service, and plans on doing the same action with BLM next year. Good Neighbor Authority (GNA) will provide additional federal funding for water restoration, rangeland restoration, and forest management projects. Utilizing GNA, WDA would be reimbursed by federal agencies, such as the BLM and USFS. Mr. Wichmann voiced concerns WDA has regarding the BLM's intent to gather 2,100 wild horses from the Red Desert HMA, and place them in both short-term and long-term housing. Only 1,400 of the intended 2,100 wild horses were gathered due to contract issues relating to housing the horses. Mr. Wichmann continued by stating that WDA has received feedback regarding the risk of contact between pack goats and wild bighorn sheep (extending to llamas, cows, etc.), especially in the Shoshone National Forest, and the required mitigation allowing the use of goats on portions of the forest. Lastly, Mr. Wichmann conveyed that WDA has concerns relating to buyouts of allotments without preference and vacated allotments.

Area I Director Garman invited attendees to take a 15-minute break.

**Business Meeting:** Chairperson and Area I Director Bob Maul called the WACD Business Meeting to order at 10:48 a.m.

**Voting Delegates:** Chairman Maul requested a roll call of voting delegates from each Conservation District. Voting delegate participants included Ted Parsons from the Crook County Natural Resource District, Jaime Tarver from the Campbell County Conservation District, Kevin Lund from the Powder River Conservation District, Ryan Fieldgrove from Clear Creek Conservation District, Alicia Redding from the Weston County Natural Resource District, and Susan Holmes from the Sheridan County Conservation District.

**Minutes:** Attendees reviewed the 2017 Area I Meeting Minutes submitted by the Weston County Natural Resource District. Ted Parsons moved to approve edits to the 2017 Area I Meeting Minutes, as presented in writing; Kevin Lund seconded the motion. All ayes carried the motion.

**President's Report:** The President's Report was provided in writing by Shaun Sims. Bobbie Frank provided a verbal synopsis of the report, which entailed information regarding the formation of the Wyoming Association of Special Districts; the NACD meeting in February of 2018; the passage of Senate File 15, Conservation District Audit legislation; comments to the proposed Wyoming Water Development Commission small water project program criteria changes; and comments on the 2015 Waters of the US rule.

**Elections:** Chairperson Maul called for elections of the Area I Director Position, currently held by Wayne Garman of the Crook County Natural Resource District. Ted Parsons nominated Wayne Garman to represent Area I as the Director; Susan Holmes seconded the nomination. Ted Parsons moved to pass by unanimous ballot; Ryan Fieldgrove seconded the motion. No discussion followed.

**Legislative Update:** Bobbie Frank provided information regarding the obligations of Watershed Improvement Districts (WID); she stated that WACD chose to hire private legal counsel to determine a Conservation District's responsibilities toward a WID, their liability, and their authority of enforcement over a WID. Mrs. Frank stated that WACD is seeking concurrence from the attorney

general on the recommendation of legal counsel, and the WACD Board plans to have this topic on their agenda at the 2018 Convention, with the potential to seek changes to WID law. Mrs. Frank provided an update regarding the State Fair Endowment and the need for a long-term or permanent source of funding. The State Fair Board is being restructured, and there is a need to raise \$100k prior to June 30th of 2020 to receive matching funds. Mrs. Frank stated that WACD wrote a letter of support regarding Senator John Barrasso's discussion draft of the Endangered Species Act Amendments of 2018. Mrs. Frank indicated she sent out a side-by-side comparison of the existing Farm Bill and the House and Senate versions. Currently, the bill is tied up in conference committee.

In regard to State legislation, the Joint Appropriations Committee and subcommittees are meeting September 18<sup>th</sup> and 19<sup>th</sup>. One item of interest relates to the sub-committee's work on the State's budget process. The Joint Corporations, Elections & Political Subdivisions Committee is meeting September 18<sup>th</sup> and 19<sup>th</sup>. A topic of interest to Districts is the proposed amendments to the Public Records Act and the creation of a public records website. An informal survey was sent from Special Districts—the survey merited 62 responses, of which 54 responses indicated that public records had been requested, but only 5 requests originated within the State of Wyoming. Joint Corporations will be discussing revisions to public records requests (19LSO-0027 v0.6) and options for a Wyoming public records website (19LSO-0028 v0.5). Discussion regarding the purpose of a public records website followed, and Susan Holmes posed the question regarding the types of data needed to fulfill the requests and the appropriateness of a public clearinghouse. The Joint Agriculture, State and Public Lands & Water Resources Committee will be discussing landlocked State lands and the challenges relating to accessing mineral or surface resources; discussion will also take place regarding amendments to the Wyoming Water Law to recognize water banking as a beneficial use; and recreation stamp fees for State Trust Lands. Lastly, Mrs. Frank presented an overview of the 2018 Statewide Watersheds Progress Report in a Story Map format created by Cathy Rosenthal.

**Resolutions:** A draft resolution, titled "EPA National Rivers and Streams Assessment program", was presented by Mrs. Frank, on behalf of the WACD Board. Jaime Tarver moved to approve the resolution, Kevin Lund seconded. Discussion followed and was initiated by Susan Holmes, who questioned whether we would be doing an injustice to other states who may benefit from the program, even if Wyoming does not; Mrs. Frank conveyed that the objective of the resolution is to try to retain funding at a level that is locally-driven and utilized; Jaime Tarver proposed changing the language to reflect states that do not have a monitoring program or who may not utilize the program; Ted Parsons suggested that it may be valuable to specify that the program should be dissolved in Wyoming, and let other states make their own choice; Susan Holmes recommended modifying the last paragraph to incorporate language specific to Wyoming. Following debate, Jaime Tarver moved to amend the resolution titled "EPA National Rivers and Streams Assessment program", pending an alteration to last sentence, which would state "Further that the program should be dissolved in **Wyoming**...", Kevin Lund seconded the motion. All ayes followed, with no further discussion. Amendment and motion both passed.

**Convention:** Chairman Maul informed attendees that the 2018 WACD Convention will be hosted by Uinta and Sublette Conservation Districts, and held in Evanston, November 14<sup>th</sup> through the 16<sup>th</sup>, 2018.

**Area I Meeting:** In 2019, the Area I Meeting will be hosted by the Campbell County Conservation District.

**Other Business:** Chairman Maul announced he will be running for Campbell County Commissioner, and if elected, will have to resign from WACD Board.

**Adjournment:** Ted Parsons moved to adjourn the Business Meeting at 12:22pm; Kevin Lund seconded. No discussion followed. Ted Parsons moved to adjourn the Area I Meeting at 12:22pm; Kevin Lund seconded. No discussion followed.

**Wyoming Conservation District Employees Association Meeting:** Area I Representative Debbie Hepp called to the order the WCDEA meeting at 1:04pm. Attendees include Raesha Sell, Sarah Anderson, Amanda Hulet, Zach Byram, Lacey Sloan, Anita Bartlett, Carrie Rogaczewski, Jackie Carbert, Clay Wood, Crystal Kellebrew, Debbie Hepp, and Bobbie Frank. Discussion commenced regarding submitting nominees for the Liaison Position between WACD and WCDEA. The WCDEA by-law states "Liaison – The fifteenth member of the Executive Committee will be appointed biennially by the members of the WACD executive committee to serve as the liaison between WACD and WCDEA". Currently there is not a WACD policy addressing the appointment of the liaison position. Debate began relating to a proposed amendment of the WCDEA by-law, which would be addressed at the WCDEA meeting during the 2018 WACD Convention in Evanston. The proposed amendment is "Liaison – The fifteenth member of the Executive Committee will be appointed biennially by the members of the WACD executive committee and the WCDEA executive committee to serve as the liaison between WACD and WCDEA. Criteria to apply: completed application, must be a dues-paying member of the WCDEA, and must have Board approval".

An additional topic of discussion was the current WCDEA banking institution, Bank of the West in Casper. The Area I employees requested the WCDEA body discuss, at the 2018 WACD Convention, the bank's announcement that it would no longer do business with companies whose main activity is oil and gas, coal mines or coal fired power plants that are not actively involved in the energy transition. Due to 70% of the state revenues being provided by those industries, the Area I employees request further discussion to include all WCDEA employees regarding the decision to retain or close the WCDEA account with Bank of the West.

Meeting adjourned at 1:24pm.

## ISSUER COMMENT

22 August 2019

### RATING

General Obligation (or GO Related) <sup>1</sup>

Aa3 No Outlook

### Contacts

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### CLIENT SERVICES

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Asia Pacific 852-3551-3077

Japan 81-3-5408-4100

EMEA 44-20-7772-5454

## City of Gillette, WY

### Annual Comment on Gillette

#### Issuer Profile

The City of Gillette is located along I-90 in Campbell County in northeastern Wyoming, approximately 80 miles southeast of Sheridan. The county has a population of 48,116 and a low population density of 10 people per square mile. The county's median family income is \$88,415 (1st quartile) and the June 2019 unemployment rate was 3.7% (2nd quartile) <sup>2</sup>. The largest industry sectors that drive the local economy are mining/oil & gas, local government, and construction.

#### Credit Overview

Gillette has a strong credit position and its Aa3 rating is equal to the US cities median of Aa3. Key credit factors include a very healthy financial position, an exceptionally light debt burden and a moderate pension liability. It also reflects a strong wealth and income profile and a solid tax base.

**Finances:** The financial position of Gillette is robust and is a strength in relation to the assigned rating of Aa3. The fund balance as a percent of operating revenues (112.8%) far surpasses the US median, and saw an impressive increase between 2014 and 2018. Moreover, the city's cash balance as a percent of operating revenues (122.7%) is far superior to the US median.

**Debt and Pensions:** The debt burden of Gillette is low and is a credit strength when compared to its Aa3 rating position. The net direct debt to full value (0.4%) is lower than the US median. That said, the pension liability of the city is moderate in comparison to the assigned rating of Aa3. The Moody's-adjusted net pension liability to operating revenues (1.2x) favorably is slightly below the US median, and was stable between 2014 and 2018.

**Economy and Tax Base:** The city has a strong economy and tax base, which are in line with its Aa3 rating. The median family income equals a healthy 118.4% of the US level. Also, the full value per capita (\$86,603) is slightly weaker than the US median, but increased dramatically from 2014 to 2018. Lastly, Gillette's total full value (\$2.8 billion) is slightly above other Moody's-rated cities nationwide.

**Management and Governance:** Wyoming Cities have an institutional framework score <sup>3</sup> of "Aa", which is strong. The sector's major revenue sources are subject to caps, some of which can be overridden with voter approval only. However, the structure still allow for moderate revenue-raising ability. Unpredictable revenue fluctuations tend to be moderate, or between 5-10% annually. Across the sector, fixed and mandated costs are generally less than 25% of expenditures. Unpredictable expenditure fluctuations tend to be minor, under 5% annually.



## Sector Trends - Wyoming Cities

Wyoming cities are somewhat dependent on revenues and economic activity from the energy and mining industries, which are experiencing a decline in Wyoming and threaten to weaken the recovery. State-shared revenues depend on resource-extraction activities, which are not expected to increase in the medium-term and may continue to decline given increasing restrictions on coal. Strong income growth, combined with modest improvements in the tourism industry, should provide some buffer in the form of improved sales tax collections. Pension burdens are generally manageable due to a well-funded state system.

EXHIBIT 1

### Key Indicators <sup>4</sup> <sup>5</sup> Gillette

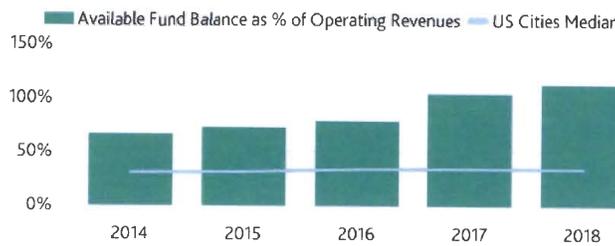
	2014	2015	2016	2017	2018	US Median	Credit Trend
<b>Economy / Tax Base</b>							
Total Full Value	\$2,143M	\$2,304M	\$2,452M	\$2,595M	\$2,793M	\$1,904M	Improved
Full Value Per Capita	\$68,898	\$72,842	\$76,571	\$81,655	\$86,603	\$94,106	Improved
Median Family Income (% of US Median)	127%	127%	129%	118%	118%	111%	Weakened
<b>Finances</b>							
Available Fund Balance as % of Operating Revenues	66.1%	72.4%	78.4%	104.1%	112.8%	34.6%	Improved
Net Cash Balance as % of Operating Revenues	76.3%	80.9%	108.0%	115.1%	122.7%	39.6%	Improved
<b>Debt / Pensions</b>							
Net Direct Debt / Full Value	0.0%	0.0%	0.5%	0.4%	0.4%	1.1%	Stable
Net Direct Debt / Operating Revenues	0.01x	0.01x	0.22x	0.23x	0.19x	0.84x	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	2.7%	2.5%	2.6%	2.4%	2.3%	1.9%	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	0.88x	0.82x	1.15x	1.33x	1.23x	1.56x	Stable
	2014	2015	2016	2017	2018	US Median	
<b>Debt and Financial Data</b>							
Population	31,110	31,634	32,033	31,783	32,252	N/A	
Available Fund Balance (\$000s)	\$43,586	\$51,829	\$42,881	\$49,542	\$58,419	\$8,028	
Net Cash Balance (\$000s)	\$50,320	\$57,907	\$59,027	\$54,797	\$63,494	\$9,530	
Operating Revenues (\$000s)	\$65,919	\$71,595	\$54,669	\$47,594	\$51,767	\$23,172	
Net Direct Debt (\$000s)	\$532	\$497	\$12,111	\$10,979	\$9,881	\$19,139	
Moody's Adjusted Net Pension Liability (3-yr average) (\$000s)	\$58,220	\$58,598	\$62,869	\$63,130	\$63,884	\$35,448	

Source: Moody's Investors Service

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moodys.com](http://www.moodys.com) for the most updated credit rating action information and rating history.

## EXHIBIT 2

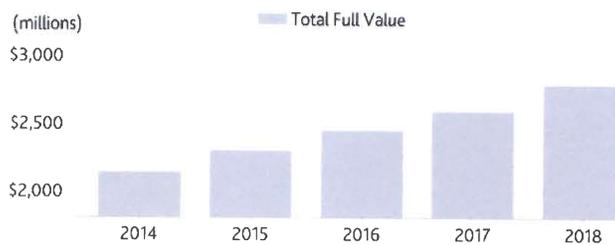
Available fund balance as a percent of operating revenues increased from 2014 to 2018



Source: Issuer financial statements; Moody's Investors Service

## EXHIBIT 3

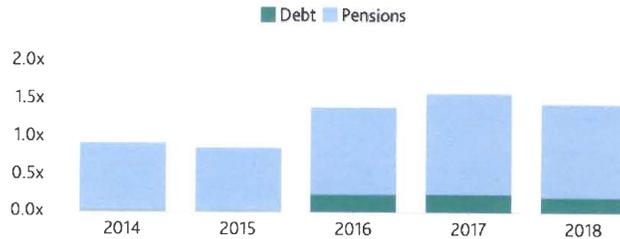
Full value of the property tax base increased from 2014 to 2018



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

## EXHIBIT 4

Moody's-adjusted net pension liability to operating revenues was stable from 2014 to 2018



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

## Endnotes

- The rating referenced in this report is the issuer's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally backed by the full faith and credit pledge and total taxing power of the issuer. GO-related securities include general obligation limited tax, annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantees, enhancement programs or bond insurance.
- The demographic data presented, including population, population density, per capita personal income and unemployment rate are derived from the most recently available US government databases. Population, population density and per capita personal income come from the American Community Survey while the unemployment rate comes from the Bureau of Labor Statistics.

The largest industry sectors are derived from the Bureau of Economic Analysis. Moody's allocated the per capita personal income data and unemployment data for all counties in the US census into quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile.

- The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(December 2016\)](#) methodology report for more details.
- For definitions of the metrics in the Key Indicators Table, [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). Metrics represented as N/A indicate the data were not available at the time of publication.
- The medians come from our most recently published local government medians report, [Medians - Tax base growth underpins sector strength, while pension challenges remain \(May 2019\)](#) which is available on Moodys.com. The medians presented here are based on the key metrics outlined in Moody's GO methodology and the associated scorecard.

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## CCPLB MEETING MINUTES: August 8, 2019

### CALL TO ORDER

Campbell County Public Land Board Meeting was held on August 8, 2019 at CAM-PLEX. The meeting began at 6:30 PM and was presided over by Mr. Don Hamm, with Ms. Charlene Camblin as secretary.

### ATTENDEES

**MEMBERS PRESENT:** Don Hamm, Charlene Camblin, Robert Quintana, Skyler Pownall, Heidi Gross, Troy Allee

**MEMBERS ABSENT:** Kevin Couch

**LEGAL COUNSEL:** Frank Stevens

**STAFF:** Jeff Esposito, Brandi Brockmoller, Will Hastreiter, Janell Paris, ReNae Keuck

**GUESTS:** Bob Maul *County Liaison*, Nathan McLeland *City Liason*, Gregory Hasman *News-Record*, Trevor Larson, Van Ewing, Carol Bohl, Ed Kirchoff, Matt Marynick, Ron Rye, Doug Camblin

Meeting called to order @ 6:30 pm

### 1. APPROVAL OF CCPLB AGENDA

The August 8, 2019 agenda was reviewed and revised to add discussion under Board Process; board Chairmanship and CCPLB meeting date change. Also move construction report up the agenda.

Motion: To approve revised August 8, 2019 agenda as revised.

Moved: Ms. Camblin

Second: Mr. Quintana

Vote: Motion passed unanimously.

### 2. APPROVAL OF MINUTES

No discussion of the July 11, 2019 minutes.

Motion: To approve the July 11, 2019 minutes as presented.

Moved: Mr. Pownall

Second: Ms. Camblin

Vote: Motion passes unanimously.

### 3. CONSENT AGENDA; APPROVAL OF WARRANT

The Warrants for the August 8, 2019 meeting were reviewed.

- July 2019 Accounts Payable Voucher Numbers 48810-48898 (General Fund/Special Events) in the amount of \$303,188.23.

- July 2019 Manual Purchase Order Numbers 10231-10266A in the amount of \$249,431.23.

- July 2019 Payroll Warrants in the amount of \$190,977.23 for the period of 6/16-7/27/2019.

DISCUSSION: Mr. Pownall requested clarification on the following:

- Payments made to Wyoming Horse Racing and State High School Rodeo Finals. Ms. Keuck clarified those payments are the amounts that CAM-PLEX settled on and agreed to pay out to those events.
- CAM-PLEX paid PGI \$60,000 as a guarantee based on their contract.
- Basin Radio payment was listed under food and lodging after the WY State HS Rodeo finals was closed out. That line item was used as an alternate line item.

- Celestial stew was also listed in an alternate line item. This was the company used to aid in colors choices for the Heritage Center and Energy Hall construction.
- Public relations/promotion was a reimbursement to Mr. Esposito. He used his personal credit card to buy Gatorade for staff setting flagging around grounds for PGI.
- Pay outs to 1<sup>st</sup> Assembly of God for bleacher cleaning after Campbell County Fair. Line item is reimbursed after Fair contract has been paid.
- Refund to Roger Newburg is a PGI campsite refund after cancellation.
- Outliers Creative payment was listed under the food and lodging line item after WY State HS Rodeo finals was closed out.
- \$600 restricted artist fee was a payment for Lazy L Band, opening act for the John King concert.
- Tami Waldner (Home Fire Foods) is a payment for CCPLB meeting meals.

Motion: To approve the August 8, 2019 warrants as presented.

Moved: Mr. Quintana

Second: Mr. Allee

Vote: Motion passes unanimously. Mr. Pownall abstains as monies will be paid out to HUB where he is employed.

#### 4. CITIZEN INPUT

DISCUSSION: Members from the Gillette Speedway were invited, at the request of the board, for clarifications on a few items.

- What is the leadership structure of the Speedway: Mr. Kirchoff is the promoter and those in attendance are the board.
- How is event activity? Activity is varied and dependent on weather, other large community events, number of drivers, sponsors, purse(winnings). Sometimes there are 30-60 drivers.
- How would you describe the Speedways economic value to the community? Mr. Kirchoff used the East West Clash as an example. That event brings in 130-160 cars. Not only does the event help raise money for charity, it brings dollars to hotels, and creates an event for the whole family. Brings out our local community and visitors from Casper. Mr. Esposito suggested exploring CVB grant opportunities for said events.
- Mr. Esposito explained CCPLB/CAM-PLEX must be informed when the Speedway has big events to avoid any CAM-PLEX event interruption on grounds.
- Ms. Camblin asked the Speedway board how and if they rain affects their races? The explained it can and the gate numbers are really varied but getting better. Commissioner Maul reminded the community to come out and enjoy races.
- Mr. Esposito expressed interest in a combined event, with the Speedway, in Morningside Park.
- Mr. Quintana thanked the race group for coming.

ACTION TO BE TAKEN: None

## 5. BOARD PROCESS

### A. Chairmanship discussion

DISCUSSION: Current CCPLB Chairman, Kevin Couch was accepted to Leadership Wyoming. The commitment needed to this program will require missed board meetings. Chairman Couch reached out to CCPLB asking the board for a decision on his board position. Mr. Quintana asked Vice-Chairmen Hamm, per the bi laws, for the board to vote to remove Chairman Couch as Chairman. Mr. Pownall spoke to the board; he feels it is not fair or prudent of the board to strip him of his title. Ms. Gross asked Mr. Pownall if he felt the board should instead ask Chairman Couch to step down. Mr. Pownall feels it does not make the board look good if it is put to a vote to "oust him". Ms. Camblin said she repeatedly asked Chairman Couch to step down and he did not respond to her requests. Mr. Pownall repeated he does not feel it is prudent to vote at this time. Mr. Quintana told the board he and Chairman Couch spoke, and he had said he would step down; Mr. Quintana feels Chairman Couch's scheduled absences will not allow him to uphold his duties and responsibilities as Chairman. The board will need a chairman, it is bad timing for him and the board. Mr. Allee expressed he agrees with Mr. Pownall and if the consensus of the board is, he should step down, Chairman Couch should step down on his own. Ms. Gross expressed she wished Chairman Couch would have stepped down. Vice Chairman Hamm asked the board if they would like Chairman Couch to step down on his own.

ACTION: CCPLB asks that Chairman Couch step down as Chairman effective immediately. Vice Chairman Hamm asked Mr. Esposito to send an email, on his behalf and the board, they would like Chairman Couch to step down from the chairmanship.

Motion: Motion to remove Chairman Couch from his Chairman role

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion fails. Yes - Ms. Camblin and Mr. Quintana. No - Mr. Pownall, Mr. Allee, and Ms. Gross

### B. Change the meeting date

DISCUSSION: Mr. Pownall asked the board to consider adjusting the meeting dates for Chairman Couch as he is an asset and he brings good leadership. He asked that the board look at the dates and make consideration and not kick him off for absences. Vice Chairman Hamm stated CCPLB cannot kick a member off the board for attendance. The bi laws state the board is to notify the appointing agency as they would make the decision. Ms. Camblin expressed to the board, changing the meeting dates affects more than just the board. It involves staff, liaisons, press, and the community. Vice Chairman Hamm asked the Mr. Stevens, board legal counsel, if CCPLB can legally change meeting dates. Mr. Stevens advised yes but have an obligation to notify the press. Commissioner Maul said the board could offer a short leave of absence to Chairman Couch if the board so chooses. Chairman Hamm was in favor of the board offering Chairman Couch a leave of absence but would like to discuss it at the next CCPLB meeting. Mr. Quintana requested the board ensure Chairman Couch has stepped down as Chairman before he is offered a leave.

ACTION: Move leave of absence discussion to next month's agenda

## 6. OPERATIONS REPORT/UPDATE

### A. General Managers Report:

- Mr. Esposito says the old marquee will get parts and is still in a diagnostic faze. He is hopeful for a good outcome. If it works, he plans to approach the board with a recommendation to renovate the structure.
- Mr. Esposito asked the board to respond with an RSVP to the Equality Night.
- The SLIB board unanimously approved the construction loan request. Mr. Esposito recognized the help and support of the City, County, and CAM-PLEX staff for their help in the success of the loan approval.

#### a. Events – Janell

Marketing Manager, Ms. Janell Paris gave update to current and upcoming events.

- Fair is finished and PGI is about to begin.
- The board was given a Mt. Dew can which was produced with PGI information. Janell explained whatever can is in production is the can our ad will go on and we get one can per every large event. The can is distributed in South Dakota, Montana, and Utah. Ms. Gross asked Janell if CAM-PLEX receives any proceeds from the sale of the can. Janell advised we its just a promotion and we do not.
- Heather Kuhrt has several proposals out for large events. The Methodists have signed contracts to have their convention here at CAM-PLEX. Ms. Gross asked if there are new events planned for families after the remodel. Janell said yes, it all depends on routing and show numbers, but staff is working toward that goal.

#### b. Operations – Will

Will explained the PGI traffic plan. Explanation included proper entrances for sponsors, general public, and PGI members. Staff have addressed signage and ways to prevent congestion with the City Police and Sheriff's office. Will also explained the Friday night highway and railroad closure. Will has worked with WYDOT and BNSF to close the old highway 51 and halt trains at exactly 10 to 10:45 pm. All highway traffic will be redirected to the interstate. The Campbell County Airport has also been notified to avoid any flight path over CAM-PLEX grounds during that time. Will advised the board the concussion from the large shell will not impact homes based on its firing method. Fox Park road will be closed when the shell is loaded, and residents have been informed. The goal is to have roads and railroad opened as soon as possible, so he (Will) plans to be right next PGI at the time of detonation so he can advise to open roads and send trains.

#### c. Finance - ReNae

ReNae presented the quarterly summary report. The report shows a net income of \$218,000. ReNae stated most of the net income is the result of vacant positions. Turnover and current staff watching overtime also contributed to the larger number. Ms. Gross asked why professional services is over budget. ReNae explained more shows came in than initially budgeted, but also brought in more revenue. We will be sending approximately \$40,000 from AIE ticket revenue to WYO-STAR. The average has been approximately \$22,000. Mr. Pownall asked where we are with investments. ReNae has the account with WGIF set up and she will be transferring funds from WYO-STAR Wyoming Center Reserve Trust Fund soon. \$2M will be invested in CD's and the remaining \$1.8M will be transferred to the WGIF account.

Mr. Pownall asked about the time frame for transferring funds from the other two (2) WYO-STAR Trust Funds. ReNae said that will take longer because the City and County will both need to sign off on that as well as the board. We won't be able to do that for a while because of a busy summer and the time needed for the Tyler project. ReNae said she also wants to look at moving those two (2) trust funds in to the WYO-STAR 11 instead of transferring them to CD's and WGIF. Mr. Pownall said he would be willing to go to the City and County to visit with them and Mr. Hamm asked Mr. Pownall to work with ReNae to complete.

## 7. CONSTRUCTION REPORT/UPDATE

### A. Monthly update from Trevor Larson of Van Ewing Construction:

DISCUSSION: Mr. Trevor Larson of Van Ewing Construction provided an update on the construction. Energy Hall ceiling and bathroom demo is complete. The Heritage HVAC demo is complete, and the flooring demo is at 95%. Mr. Larson also noted they are on track with demo schedule and the underground plumbing will begin next week. They are currently waiting on equipment that does not put out fumes into the building. As construction is moving, the noise level inside will be greater. They are looking to utilize different times of day, so they are not disturbing the staff. Ms. Camblin asked about the fair office demo as the Energy Hall underground plumbing will go right through that office. Mr. Larson explained that demo will not start until after PGI and fair. They intend to work with staff to be the least disruptive.

## 8. MATTERS FOR NOTING

### A. Correspondence:

- i. None

### B. Board Calendar:

- i. Upcoming Board Meetings:
  - a. September 12, 2019 at 6:30 pm (Quarterly meeting with Commissioners at 6:00 pm)
  - b. October 10, 2019 (Workshop at 6:00 pm)
- ii. Other meetings/events:
  - a. None

## ADJOURNMENT

Meeting adjourned at 7:37 pm

## MINUTES PREPARED BY

Brandi Brockmoller, August 19, 2019 @ 1:30 pm

## MINUTES APPROVED BY

**SECRETARY:**

*(Signature & Date)*

---

[Campbell County Public Land Board]



## WALK TO END ALZHEIMER'S - GILLETTE, WY

September 7, 2019

Registration: 10:00 am

Ceremony: 11:00 am

Walk: 11:30 am

Lasting Legacy Park - Gillette, WY

REGISTER OR DONATE:  
[ALZ.ORG/WALK](http://ALZ.ORG/WALK)

More information:  
[gillettewalk@gmail.com](mailto:gillettewalk@gmail.com) | 307.316.2892

Thank  
You

Thank you for your support  
Cheryl

Thanks!!  
Sandra B.

Thank you for support  
Gina Grumm

Kim

Just to say  
a **BIG** thank you  
for everything

Thanks you so much  
for our grant! We  
look forward to helping  
our community!

Donna Morgan  
PFI

I thank you for this DUI Treatment program the team that is set up right now all so helpful and a perfect match for the program. I was worried at first if I could make it through and it is set up so perfectly to get my life back on track.

I appreciate the opportunity to be chosen to go through a program that bettered my life instead of jail time.

I can't thank you enough to have a program like this set in place, my family thanks you as well! ...to very thoughtful you!

Nicki Bowden 380 days in program  
Sober 18 months!  
Thanks to being DUI treatment court graduate!