



Board of Control

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MEMORANDUM

TO: Board Members
 James Kaste, Board Attorney
 Rick Deuell, Assistant State Engineer
 Shannon Stanfill, Executive Director (WY Board of PE & PLS)
 Board of Control Staff

FROM: Cheryl Timm, Ex-Officio Secretary 

DATE: May 25, 2018

RE: Board of Control Petition Cut-Off Date Policy

Please add this memorandum to your policy notebook. It contains the policy adopted at the May 2018 Board of Control meeting regarding the cut-off date for petitions to be accepted and placed on the agenda for Board meetings.

Chapter V, Section 4c of the Board of Control’s Regulations & Instructions states:

The petition must be filed with the State Board of Control at least thirty days prior to the date of the meeting of the Board at which the petition is to be considered.

A large proportion of new petitions are being received within two weeks of the cut-off date and a large amount of amended materials are being received within two weeks of the commencement of Board meetings. In addition, one position from the petition team was lost due to budgetary issues. These facts have led to a situation where the Board’s staff is having difficulties getting new petitions and amended materials fully reviewed in time to discuss them at Board meetings.

To allow the Board’s staff more time to complete the review of new petitions, as well as amended materials, it is the Board’s policy that all new petitions must be received at least forty-five days prior to the date of the meeting of the Board at which the petition is to be considered. To allow proper notice of this policy to the public, this policy will go into effect for the November 2018 meeting. The petition cut-off dates for the remainder of 2018 are as follows:

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| August 2018 Meeting | - | July 20, 2018 |
| November 2018 Meeting | - | September 21, 2018 |