

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, February 18, 2020
Carbon County Courthouse, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, February 18, 2020 at 9:00 a.m. at the Carbon County Courthouse, Rawlins, WY. Attending the meeting were; Vice Chairman, Sue Jones, John Espy, Travis Moore, and Byron Barkhurst. Chairman John Johnson was absent.

Vice Chairman Jones called the meeting to order at 9:00 a.m.

ADDITIONS/CORRECTIONS

There were no additions or corrections to the agenda.

VOUCHERS

Commissioner Espy moved to approve February 2020 payroll and benefit expenses of \$877,227.04 and insurance claim and premium expenses of \$233,512.62 and the main amount of bills in the amount of \$207,049.29 for an aggregate total today of \$1,317,788.95. Commissioner Moore seconded and the motion carried unanimously.

Vendor	Detail Line Description	Total
307 PROFESSIONAL CLEAN LLC	COUNTY CLEANING	\$10,485.00
ALSCO, AMERICAN LINEN DIVISION	MISC SHOP SUPPLIES	\$54.85
APEX COMMUNICATIONS	MISSED AMOUNT ON PREVIOUS INVOICE	\$0.08
APG MEDIA OF THE ROCKIES	JOB POSTING	\$1,172.90
APPARATUS EQUIPMENT & SERVICE INC	POWER COT INSTALL	\$4,825.86
AXIS FORENSIC TOXICOLOGY, INC.	LAB FEES	\$239.00
BAGGS, TOWN OF	WATER SERVICES	\$183.50
BEACH, HOMER	RPF D SNOW REMOVAL	\$700.00
BEST WESTERN COTTONTREE	WITNESS LODGING FEES	\$96.00
BI INC.	MONTHLY MONITORING SERVICES	\$2,190.50
BLAKEMAN PROPANE	FINANCE CHARGES/HEATING SERVICES	\$6,922.88
BOB BARKER COMPANY, INC.	INMATE CLOTHES	\$533.61
BOWLUS, JACQUELINE	MEAL REIMBURSEMENT	\$78.24
BRAKE SUPPLY COMANY, INC.	HENKE CYLINDER	\$1,800.00

BUILD RITE LUMBER COMPANIES	MISC BUILDING MATERIALS	\$521.21
CARBON POWER & LIGHT INC	ELECTRIC SERVICES	\$2,814.11
CARERIGHT TECHNOLOGIES, LLC	MONTHLY BED FEE	\$398.72
CASPER STAR-TRIBUNE	JOB POSTING	\$1,491.85
CASPER WINNELSON CO	ICE MELT	\$420.00
CHARTER COMMUNICATIONS	TV SUBSCRIPTION FOR JAIL	\$120.34
CHEAPER THAN DIRT	AMMUNITION	\$907.55
CLERK OF DIST COURT (JURORS)	DISTRICT COURT JURORS	\$3,124.00
COWBOY SUPPLY HOUSE	MISC CLEANING SUPPLIES	\$1,486.97
DALLIN MOTORS INC	REPLACEMENT ENGINE	\$1,041.00
DEPARTMENT OF HEALTH	STATE VEHICLE RENTAL	\$80.00
DOUGLAS/ELBERT COUNTY COMBINED	COPIES	\$183.00
DRUMMOND REFRIGERATION LLC	PREVENTITIVE MAINTENANCE ON COOLERS	\$85.00
EICHENBERGER, MELISSA	MENTAL HEALTH SERVICES	\$1,657.50
ELK MOUNTAIN, TOWN OF	RENT	\$1,500.00
ENGINEERING ASSOCIATES	PROJECT # 18114.00 CCRBD MED BOW SHOP	\$2,777.73
FATBEAM LLC	FIBER LINES	\$5,144.85
FLOYD'S TRUCK CENTER	END DUMP LIGHTS	\$53.51
GALLS/QUARTERMASTER	DEPUTY UNIFORMS	\$176.00
GCR ELECTRONICS, LLC	MONTHLY SITE RENTAL	\$2,000.00
HERMAN, BOBBIE	MILEAGE	\$27.00
HERNANDEZ, BRENDA	INTERPRETER SERVICES	\$50.00
KAISLER, TODD	MILEAGE	\$54.00
KERBS, CORSON	MILEAGE	\$27.00
KILBURN TIRE COMPANY	TIRES	\$1,020.16
KNF FLEXPAC CORPORATION	TRANSPORT BAG	\$927.50
KTGA/KBDY	TOWER RENT	\$150.00
LARAMIE FIRE EXTINGUISHER	YEARLY INSPECTION	\$656.00
MAHAFFEY, MICHAEL S.	WITNESS FEES MEALS /MILEAGE	\$500.96
MCCARTHY, DAVID P.C	LEGAL SERVICES	\$5,791.00
MCKESSON MEDICAL-SURGICAL	JAIL MED SUPPLIES	\$191.46
MEMORIAL HOSPITAL OF CARBON COUNTY	EMERGENCY MEDICAL DETENTION	\$4,963.78
MOUNTAIN WEST MOTORS	SLINGER	\$10.54
MY OFFICE ETC.	MISC OFFICE SUPPLIES	\$162.23
NORCO, INC.	OXYGEN RENTAL	\$926.58
PERUE PRINTING	ENVELOPES	\$162.75
PMCH	PROFESSIONAL AUDITING SERVICES	\$32,314.00

PUBLIC SAFETY CENTER, INC	EXAM GLOVES	\$831.13
QT POD	ACCESS PLAN 1 YEAR	\$945.00
QUALITY MOTORS, INC.	2017 CHEV TRAX 3GNCJRSB2HL224793	\$15,000.00
QUILL CORPORATION	OFFICE SUPPLIES	\$93.95
RAWLINS AUTOMOTIVE	MISC PARTS	\$711.96
READY, JUSTIN	MILEAGE	\$48.00
REED SMITH LLP	VANGUARD BANKRUPTCY FEES	\$7,652.04
RICOH USA INC	IT COPIERS	\$2,486.15
SARATOGA AUTO PARTS, INC.	MISC PARTS	\$947.04
SCHILLING & WINN PC	LEGAL SERVICES	\$5,450.65
STAPLES ADVANTAGE	MISC OFFICE SUPPLIES	\$600.92
STINKER STORES, INC.	FUEL	\$15,545.96
SUMMIT FOOD SERVICE	JAIL MEALS	\$4,335.56
SWANSON SERVICES CORPORATION	JAIL COMMISSARY	\$937.26
SWEETWATER COUNTY SHERIFF'S OFFICE	INMATE HOUSING	\$2,925.00
T.W. ENTERPRISES, INC.	GENERATOR REPAIR	\$741.00
THOMSON REUTERS-WEST PAYMENT CENTER	WEST INFORMATION CHARGES	\$786.44
TREVATHAN, SABRINA RMR	TRANSCRIPTION SERVICES	\$736.40
TRUE VALUE OF RAWLINS	MISC SUPPLIES	\$664.52
TYLER TECHNOLOGIES, INC	ITAX/IDOC AND WEBHOSTING	\$275.63
UINTA COUNTY PUBLIC HEALTH	BREASTFED BABY CALENDERS	\$458.00
UNITED STATES POSTAL SERVICE	POSTAGE	\$10,000.00
VALLEY OIL COMPANY	FUEL	\$1,396.58
VOIANCE LANGUAGE SERVICES LLC	OVER THE PHONE INTERPRETATION	\$21.00
WILSON, MARGARET	20 PATCHES	\$80.00
WRECK-A-MEND	MISC BODY WORK	\$5,894.49
WY BEHAVIORAL INSTITUTE	EMERGENCY MEDICAL DETENTION	\$754.00
WY DEPT OF TRANSPORTATION	SAVERY BRIDGE REPLACEMENT	\$22,166.48
WY MACHINERY COMPANY	MISC MACHINE PARTS	\$620.41
WY PUBLIC HEALTH LABORATORY	LAB FEES	\$479.00
WY STATE BAR	JOB POSTING	\$201.00
WYOMING DISPOSAL SYSTEMS	TRASH SERVICES	\$63.00

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the February 10, 2020 regular meeting minutes and

Notice of Valuation Changes in the amount of (\$61,568.00). Commissioner Barkhurst seconded and the motion carried unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Sheriff

Archie Roybal, Sheriff discussed the possibility of purchasing a used vehicle from a local lot upon finding one. He is likely to purchase a used vehicle under \$20,000.00 so the county's procurement policy only requires competitive quotes, not formal bidding. If he finds a vehicle or two, rather than wait for the BOCC's next meeting and risk the vehicle being sold he would like authorization to purchase upon finding one. The BOCC approved the request.

Interim Emergency Manager – Ron Brown

Interim Emergency Manager Ron Brown discussed the process for an Emergency Declaration.

He spoke with the WY Department of Homeland Security and other agencies and found that the county does not meet the threshold or criteria for an emergency status. Livestock would have to have catastrophic loss as well as critical infrastructure. The Department of Agriculture offered a helicopter for feeding livestock however this is a cost share with the rancher. He has tried to make contact with the WY Stock Grower's Association to determine their resources. The county hired a dozer to assist one particular ranch by plowing for approximately 13 hours and only 6 head of cattle were found and brought out. He will continue to monitor the situation.

Building and Grounds

Jim Piche, Buildings & Grounds Manager presented the bids received for the 2,000 gallon diesel fuel tank and pump assembly for the Medicine Bow Complex. Bids were received from Envirosafe for the amount of \$24,691.49 and Eaton Sales & Service in the amount of \$33,756.52. After investigation he would like the BOCC to hold off on approval of a bid because the county may be able to use a different tank which could cost approximately \$10,000 less. If he finds out the lesser expensive tank is allowable he would obtain quotes or bids per the county's procurement policy.

Attorney

Attorney Davis reported Tom Thompson is representing the RNB State Bank on the Medicine Bow lease/purchase agreement. They had an outside attorney review for IRS compliance and there are some necessary changes. She asked if the BOCC wanted to approve today pending legal review or see the documents on the next agenda. The BOCC opted to have it on the next agenda.

Attorney Davis reported that she will be working with Sheriff Roybal on dispatching and inmate housing agreements, specifically for Medicine Bow. Medicine Bow will be having a police officer start in March and they would like the agreement done prior to the BOCC's next meeting.

Commissioner moved to authorize any commissioner's signature on a Memorandum of

Understanding between the Sheriff's Office and the Town of Medicine Bow for dispatch services and other law enforcement related services. Commissioner Moore seconded and the motion carried unanimously.

County Attorney Ashley Davis presented the Contract for Services with Y2 Consultants for the Carbon County Natural Resource Management Plan for Vice-Chairman's signature.

Commissioner Espy moved to authorize the Vice-Chairman's signature on the Contract for Services with Y2 Consultants for the Carbon County Natural Resource Management Plan. Commissioner Moore seconded and the motion carried unanimously.

Commissioners

Vice-Chairman Sue Jones presented the Dixon Airport Runway Repair Project Grant Application for Chairman's signature.

Commissioner Espy moved to authorize the Chairman's signature on the Dixon Airport Runway Repair Project Grant Application. Commissioner Moore seconded and the motion carried unanimously.

OTHER BUSINESS

Engineering Associates

Craig Kopasz with Engineering Associates presented a resolution of support from the Saratoga Carbon County Impact Joint Powers Board (SCCIJPB) for a Wyoming Business Council Grant for the town of Saratoga infrastructure project. The project would address the need of water and sewer extension to provide necessary utility services to specifically targeted areas for future commercial growth including the proposed Saratoga Hospital. Saratoga Councilman Will Faust stated they are sizing utilities for future expansion, not just for one proposed project. They anticipate working with the county for a zone change and conditional use permit. This is simply a resolution of support with no funding commitment. The proposed hospital should employ approximately 20 individuals.

Commissioner Barkhurst moved to authorize the Chairman's signature on Resolution No. 2020-09, A Resolution Authorizing Submission of Application to the Wyoming Business Council under the Business Ready Community Grant and Loan Program for a Community Readiness Project on Behalf of the Governing Body of the Saratoga Carbon County Impact Joint Powers Board (SCCIJPB), For The Purpose Of: Town Of Saratoga – Southern Water And Sewer Extension. Commissioner Espy seconded and the motion carried unanimously.

**RESOLUTION NO. 2020-09
RESOLUTION OF SUPPORT
FROM THE BOARD OF CARBON COUNTY COMMISSIONERS**

**A RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION TO THE
WYOMING BUSINESS COUNCIL UNDER THE BUSINESS READY COMMUNITY
GRANT AND LOAN PROGRAM FOR A COMMUNITY READINESS PROJECT ON
BEHALF OF THE GOVERNING BODY OF THE SARATOGA CARBON COUNTY
IMPACT JOINT POWERS BOARD (SCCIJPB)**

**FOR THE PURPOSE OF: TOWN OF SARATOGA – SOUTHERN WATER AND
SEWER EXTENSION**

WITNESSETH

WHEREAS, the Governing Body of the Saratoga Carbon County Impact Joint Powers Board desires to participate in the Business Ready Community Grant and Loan Program to assist in financing this project; and

WHEREAS, the Governing Body of the Saratoga Carbon County Impact Joint Powers Board recognizes the need for the water and sewer extension to provide necessary utility services and believes this project will address those needs; and

WHEREAS, the public benefit(s) of this project will be to provide necessary water and sewer utilities to specifically targeted areas for future commercial growth; and

WHEREAS, the specific goals and measures of success of this project are to provide water and sewer utilities; and

WHEREAS, the Business Ready Community Grant and Loan Program requires that certain criteria be met, as described in the Wyoming Business Council’s Rules governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the Saratoga Carbon County Impact Joint Powers Board plans to provide cash match to this Business Ready Community Grant and Loan Program Community Readiness project from the following source(s):

Project Donations from Gretchen Swanson Family Foundation in the amount of Two-Hundred Thousand Dollars and Zero Cents (\$200,000.00); and

WHEREAS, the Governing Body for the Saratoga Carbon County Impact Joint Powers Board has a comprehensive operation and maintenance plan including projected expenses and project income sources extending the life of the asset(s); and

WHEREAS, In the event of any project cost overruns, the Saratoga Carbon County Impact Joint Powers Board will provide funding in the amount necessary to complete the project utilizing Project Donations from Gretchen Swanson Family Foundation; and

WHEREAS, the Governing Body for the Saratoga Carbon County Impact Joint Powers Board has considered other possible funding solutions for this project which include USDA, State Revolving Fund (SRF), Mineral Royalties Grant (MRG); and

WHEREAS, the Saratoga Carbon County Impact Joint Powers Board held a public hearing on February 12th, 2020 to solicit testimony from citizens, and gave full consideration to all comments received; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE Saratoga Carbon County Impact Joint Powers Board, that a grant application in the amount not to exceed \$1,200,000 be submitted to the Wyoming Business Council for consideration of assistance in funding the **Town of Saratoga – Southern Water & Sewer Extensions**.

PASSED, APPROVED AND ADOPTED THIS 18th day of February, 2020.

By: -s- Sue Jones, Vice Chairman

ATTEST:

-s- Gwynn G. Bartlett, Carbon County Clerk

CERTIFICATE

I, Gwynn Bartlett, hereby certify that the foregoing Resolution was adopted by the Board of Carbon County Commissioners on behalf of the Saratoga Carbon County Impact Joint Powers Board at a public meeting held on February 18, 2020, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the Board of Carbon County Commissioners.

-s- Gwynn G. Bartlett

Road & Bridge

Road & Bridge Coordinator Kandis Fritz reported that when the highways close individuals are continually trying to take alternate routes and becoming stuck. She suggested the county devise a better plan to try to stop those individuals. Sheriff Roybal stated that individuals will be cited for passing closed road signs and he will continue to work on notifying the public; however many of these people are not local.

Fair Board

Bobbie Herman reported the Fair Board has discussed numerous ways of building a new horse barn at the Fairgrounds for this fair. The Board would agree to purchase the building and erect it however they would like to be reimbursed somehow. They can't afford the electrical or stalls right now. Electrical is over \$26,000 and Commissioner Jones asked if the plan for trailer hookups would incorporate with this electrical. Mr. Piche clarified that the building electrical is for lighting and drops, the circuitry is relatively light and the complete wiring is the \$26,000 number. The power is available from the crow's nest at the arena that can handle the barn. Attorney Davis wanted to clarify that grants can't be used for items expended up front.

Commissioner Jones asked the Fair Board and Stephanie Lane, the Economic Development Corporation Director to present the master plan for the grounds. Mr. Piche presented a list of projects including \$597,534.22 which includes the horse barn. It also includes new boilers and restroom remodels in the exhibit hall, concession stand restroom remodel, demolition of the old horse barn, install new camper electrical pedestals and utility hookups, rotomill of the grounds as needed, new audio system, and the arena rebuild. There has also been discussion of digital signing with the city of Rawlins as well.

EDC Director Stephanie Lane stated that it could be viewed as positive for a future WY Business Council grant as the county will be investing funds at the property. The next grant application date is in September and Commissioner Jones asked that Ms. Lane work with Clerk Bartlett.

Commissioner Espy stated that maybe the BOCC could budget for the electrical so it can all be bid in one package along with the fair board paying for the building. At budget time the county can address the remainder of the master plan in its entirety.

Commissioner Barkhurst asked if the county authorizes the Fair Board to proceed then the Fair Board would want reimbursed for the building. Ms. Herman stated that not necessarily direct reimbursement but that somehow refunded, credited on a grant match in the future or some other way. He also asked if the demolition of the old barn would be done this cycle and Mr. Piche stated they wouldn't want to demo until the new one was up and operational and it could potentially be done in house. Commissioner Espy thought if the county and fair board moves forward now, the county should pay for 100% of a future grant match of around \$100,000 if the county's budget allows.

Commissioner Barkhurst asked where the group would stand if the grant was unsuccessful and the county wasn't able to reimburse the board for their portion. The Fair Board stated that is a chance that they are willing to take to get the horse barn built.

The BOCC authorized the Fair Board to proceed with the construction of the horse barn noting the county will pay for electrical up to \$26,000.00 from Chokecherry impact funds. In addition the BOCC does not intend to directly reimburse the Fair Board for any part of the building but will intend to apply for a WY Business Council grant and try to budget for a match for that of up to approximately \$100,000.00.

MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)

Ken Harmon, Chief Executive Officer for Memorial Hospital of Carbon County provided an update on finances, operations and staff hiring at Memorial Hospital of Carbon County. Board Trustee Rod Waeckerlin was also present.

Mr. Harmon reported that on February 9th the hospital had a catastrophic heating system failure. Six coils in the air handling unit failed and on the night of the 10th eleven more coils failed. This equated to 70-80 pipe breakages throughout the hospital and there was a lot of flooding as a result. Repairs and cleanup begun immediately and the cause of the problem was determined to be that the fail safe in the water system that heats the air would prevent the water temperate from falling failed.

Mr. Harmon had to make the decision to transfer patients to other facilities while the pharmacy, lab and emergency room were kept open. They have hired multiple firms to clean, obtain air samples, and repair coils. He expects numerous departments to be open by tomorrow morning. The med/surge unit requires additional remediation work and he expects that to be completed this week. The ICU and second operating room should be functional next week. They will be filing two insurance claims for damages and a continuity of operations. Mr. Harmon is also having a company do a complete mechanical system evaluation while they are on site so they can better understand future risk by knowing more about the systems that are in place.

The BOCC thanked the management and staff of the hospital for their efforts and keeping the public informed with accurate information. Commissioner Jones suggested the hospital board continue to investigate a new facility.

SALE OF REAL PROPERTY LOCATED IN HANNA, WY

Clerk Bartlett reported the county owns a lot through a tax deed in the Hanna (Elmo) area and recently advertised it for sale with no minimum bid. After advertising one bid was received from Archie Lloyd in the amount of \$1,009.99.

Commissioner Espy moved to award the bid to Archie Lloyd in the amount of \$1,009.99 for the real property located at East 12- 1/2' Lot Six (6) and all Lots Seven (7) and Eight (8), Block 7, Elmo Addition to the Town of Hanna, Carbon County, Wyoming. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Moore moved to authorize any commissioner sign closing documents for the sale of real property located at East 12- 1/2' Lot Six (6) and all Lots Seven (7) and Eight (8), Block 7, Elmo Addition to the Town of Hanna, Carbon County, Wyoming to Archie Lloyd. Commissioner Espy seconded and the motion carried unanimously.

Clerk

Certifications

County Clerk Gwynn Bartlett presented a Certification of Recommended Action for Z.C. Case #2020-01 and MIN SUB Case #2020-01-Scott Lose.

Commissioner Moore moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Z.C. Case #2020-01 and MIN SUB Case #2020-01-Scott Lose and schedule a public hearing for March 17, 2020 at 11:30 a.m. at the County Courthouse in Rawlins, Wyoming. Commissioner Espy seconded and the motion carried unanimously.

Clerk Bartlett discussed potential issues with snow removal at the north Courthouse parking lot once the buildings are remodeled. She stated that Mr. Piche and Sheriff Roybal suggested a sally port similar to what's at the jail to prevent snow accumulation while also dealing with safety. Commissioner Espy said that there does need to be something for inmate loading and unloading security. The BOCC agreed to move forward with the idea of something secure, such as a sally port, as long as it accommodates snow removal. The BOCC would like final cost in the future. Mr. Piche thought the stairwell and ramp should be included within the building.

Gwynn reported that years ago in the initial study for the building remodel she requested approximately \$200,000.00 in the budget for digitizing records. She stated the time has come to digitize the records noting the floor the clerk's office will be moved to likely won't support the weight of the 750 land books plus high density shelving. She requested authorization to bid the project and the BOCC agreed. She confirmed that she will not destroy the existing paper records

but rather store them securely per WY State Archives recommended specifications. She also mentioned that she approached WY State Archives about taking the book but they confirmed last week they do not have room for them.

Buildings & Grounds

Mr. Piche returned and noted that he cannot use the cheaper tank discussed earlier due to setback requirements. He therefore recommended the low bid from Envirosafe in the amount of \$24,691.49, the cost including delivery.

Commissioner Moore moved to accept the low bid from Envirosafe in the amount of \$24,691.49, the cost including delivery and authorize any commissioner to sign purchase documents. Commissioner Barkhurst seconded and the motion carried unanimously.

Commissioners Discussion

Clerk Bartlett reported that the county will soon be advertising for a full-time fire warden and county emergency manager. She asked if the BOCC wanted the emergency manager under the fire warden or working directly for the commissioners. The BOCC said that Mr. Rutherford recommended this occur and that's how it intends to move forward.

Clerk Bartlett questioned then if the BOCC would first hire the fire warden then that individual would be involved in the hiring of the emergency manager. The BOCC agreed with hiring the fire warden first.

Commissioner Espy reported he will miss the next meeting to attend the NACO legislative conference in Washington DC. Commissioner Barkhurst reported the BOCC attended the legislative conference in Cheyenne last week. He enjoyed the process and meeting other commissioners throughout the state.

ADJOURNMENT

Commissioner Moore moved to adjourn the meeting at 11:32 a.m. Commissioner Espy seconded and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, March 17, 2020 at 9:00 a.m. at the Carbon County Courthouse, Rawlins, WY. The public is invited to attend or you can listen online at the website listed below. To get on the agenda, call the Clerk's Office by the Thursday before the meeting. Per Wyo. Stat. §18-3-516(f), access to county information can be obtained at or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.