

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, February 16, 2016
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, February 16, 2016 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were; Chairman John Espy; Vice Chairman John Johnson; Commissioners Lindy Glode and Sue Jones. Commissioner Leo Chapman was absent.

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

ADDITIONS / CORRECTIONS

Chairman Espy added the Sheriff to discuss jail repairs and the Office of Homeland Security Grant Agreement for the Lifesaver Program.

VOUCHERS

Commissioner Glode moved to approve the report of expenditures in the amount of \$53,337.11. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Johnson moved to approve a bill to Sunrise Sanitation for \$20.00. Commissioner Glode seconded and the motion carried with all voting for the motion except Commissioner Jones who abstained due to a personal conflict.

Commissioner Johnson moved to approve a bill to Rawlins Automotive for \$616.82, Shively Hardware for \$368.85 and True Value of Rawlins for \$122.80 for an aggregate total of bills paid today of \$54,465.58. Commissioner Jones seconded and the motion carried with all voting for the motion except Commissioner Glode who abstained due to personal conflicts.

HAGOOD, VICKI	MILEAGE	\$35.75
HANNA, TOWN OF	WATER/SEWER	\$109.29
HEMOCUE	W.I.C. SUPPLIES	\$361.00
HERMAN, BOBBIE	MILEAGE	\$27.00
HIGH PLAINS POWER	ELECTRIC SERVICE	\$295.67
HILLTOP CONOCO	FUEL	\$17.79
IRON J TOWING	TOWING SERVICES	\$162.50
J H KASPAR OIL COMPANY	FUEL/OIL/ANTIFREEZE	\$3,288.51
JACK'S BODY & FENDER REPAIR	TOWING SERVICES	\$161.00
JOHNSTON, RANAE	MILEAGE	\$51.00
KAISLER, TODD	MILEAGE	\$54.00
KING SOOPERS CUSTOMER CHARGES	COFFEE/BANDAGES/CUPS	\$90.64

L N CURTIS & SONS	HELMETS	\$1,261.87
MEDICINE BOW, TOWN OF	WATER/SEWER	\$89.00
MERSEAL LAW, LLC	LEGAL SERVICES	\$1,430.00
MID-AMERICAN RESEARCH CHEMICAL	FLOOR STRIPPER/SEALER/THERMAL LOCK	\$1,054.87
MILLER, JIM	MILEAGE	\$30.60
MPM CORP / EVERGREEN DISPOSAL	TRASH SERVICE	\$100.00
MY OFFICE ETC.	ASSORTED OFFICE SUPPLIES	\$714.40
NORCO, INC.	CYLINDER RENTAL	\$84.81
PERKINS OIL CO	FUEL	\$1,260.53
PERRY, ABBY	FUEL	\$58.68
PERUE PRINTING	ENVELOPES/DOOR HANGER CARDS	\$573.00
POST AND ASSOCIATES	EVALUATION	\$200.00
PRIORITY DISPATCH	DISPATCH SUPPORT	\$675.00
QUESTAR GAS	PROPANE	\$149.13
QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	\$484.61
RAWLINS AUTOMOTIVE	ASSORTED VEHICLE SUPPLIES	\$616.82
RAWLINS EYE CARE	OPTOMETRY SERVICES	\$311.00
RAWLINS, CITY OF	WATER/SEWER	\$91.00
ROCKY MOUNTAIN POWER	ELECTRIC SERVICE	\$233.79
RYAN ELECTRONICS INC	MAINTENANCE CONTRACT FEE/ PROGRAMMING	\$6,027.38
SANOFI PASTEUR, INC.	VACCINATIONS	\$626.49
SARATOGA AUTO PARTS, INC.	WIPER BLADES	\$25.98
SARATOGA, TOWN OF	WATER/SEWER	\$94.27
SHEPARD'S	FUEL	\$757.49
SHIVELY HARDWARE	VEHICLE MAINTENANCE SUPPLIES	\$368.85
SHOPKO PHARMACY	PRESCRIPTIONS	\$516.69
SOUTHEASTERN WYOMING GARAGE DOOR	GARAGE DOOR REPAIR	\$205.00
STODDARD, CURTIS T.	DENTAL SERVICES	\$539.00
SUNRISE SANITATION SERVICE, LLC.	TRASH SERVICE	\$20.00
TANDAN SANITATION SERVICES	TRASH SERVICE	\$80.00
TERMINIX	EXTERMINATION SERVICES	\$726.00
THOMSON REUTERS-WEST PAYMENT CENTER	MONTHLY CHARGES	\$890.96
TRADING POST	FUEL	\$444.64
TREVATHAN, SABRINA RMR	TRANSCRIPTION SERVICES	\$755.00
TRUE VALUE OF RAWLINS	ASSORTED MAINTENANCE SUPPLIES	\$122.80
US BANK	ASSORTED CHARGES	\$3,727.21
VAISALA, INC.	DIXON AIRPORT PREVENTIVE MAINTENANCE	\$1,373.75
VALLEY OIL COMPANY	FUEL	\$394.42
VAN'S WHOLESALE LLC	COFFEE/SOAP/TRASH BAGS/PAPER PRODUCTS	\$443.80
VOIANCE LANGUAGE SERVICES LLC	TRANSLATION SERVICES	\$27.00
W C & P A A	ANNUAL DUES 2016	\$600.00
WALKER, JEANETTE R.	MILEAGE	\$11.75

WEX BANK	FUEL/ADMIN FEE	\$397.10
WILSON, MARGARET	PATCH SEWING	\$144.00
WIMPENNY, ROBERT G DDS	DENTAL SERVICES	\$996.00
WY PUBLIC HEALTH LABORATORY	TESTING SERVICES	\$61.00
WY RENTS, LLC	EQUIPMENT RENTAL	\$1,010.00
WYOPASS	2016 MEMBERSHIP FEE	\$55.00
YAMPA VALLEY ELECTRIC	ELECTRIC SERVICE	\$1,017.92
YOUNG, CHARLES MD	MEDICAL SERVICES	\$150.00
Grand Total		\$55,415.22

CONSENT AGENDA

Commissioner Glode moved to approve the consent agenda. Commissioner Jones seconded and Clerk Bartlett noted the consent agenda includes the February 4, 2016 regular meeting minutes; bonds for Mary F. Waldron, Treasurer for the Little Snake River Conservation District in the amount of \$10,000.00 and Linda Crane, Clerk/Treasurer for the Town of Elk Mountain in the amount of \$25,000.00; and Clerk of District Court receipts for \$1,848.25. The motion carried unanimously.

ELECTED OFFICIALS / DEPARTMENT HEADS

Sheriff

Sheriff Colson reported the fire panel at the jail needs replaced at a cost of \$13,236.00 and he would like to use jail operations and maintenance funds for this. This is the only quote because his staff could not find another company that provides this service in the area.

Commissioner Johnson moved to waive the procurement policy and accept the quote from API Systems Integrators for \$13,236.00 for fire panel replacement at the jail. Commissioner Glode seconded and the motion carried unanimously.

IT

Matt Webster, IT Director and Craig Jones, Maintenance Technician discussed a potential facilities management software solution for the Buildings & Grounds office, NetFacilities. Mr. Jones reported that the building inventory can be kept through this software, there is a preventative maintenance portion to help with scheduling these tasks, tracking parts for repairs, work order tracking, and other features to assist with efficiency. Commissioner Johnson expressed his concern for the cost at just over \$9,000 per year and asked if there was a cheaper alternative. Mr. Webster explained that the fee includes hosting therefore the county will not be required to keep up with updates and infrastructure to support the software. He added he has the funds in his budget for the cost. Clerk Bartlett noted if the new software tracks assets the IT Department may be able to cut out the existing software her office already has for that task.

Commissioner Johnson moved to waive the procurement policy and enter into an agreement with Facilities Management for the NetFacilities software for both IT and Buildings & Grounds. Commissioner Glode seconded and the motion carried unanimously.

Commissioner Johnson asked about new lights in Medicine Bow and asked Mr. Jones to put this at a high priority to install them.

Mr. Webster reported Union has been resistant to upgrading towers for the county's E911 system. Once the county provides notice they have 6 months to upgrade them as required. He suggested county require this upgrade if Union still wants the franchise agreement discussed at previous meetings.

Mr. Webster requested approval to move the county's firewall to the jail, contract services quote to move the county's IT datacenter to the Jail and also to reengineer and reprogram the county's network to account for changes that have been made and will be done. He presented a quote from Venture Technologies for \$16,000 total for all three projects noting he has the funds in his budget. He also noted that this is the only quote he received as this company is currently contracted with the county for network services.

Commissioner Glode moved to waive the procurement policy and approve the quote from Venture Technologies in the amount of \$16,000.00 to move the county's firewall to the jail for \$3,960.00, move the data center to the jail for \$8,880.00 and reconfigure the county's network for \$3,160.00. Commissioner Jones and the motion carried unanimously.

Planning & Development

Sid Fox, County Planning Director discussed the 2015 Annual Report of the Carbon County Planning & Zoning Commission. The county's Zoning Resolution requires this annual report and it was approved by the Planning & Zoning Commission yesterday. The report summarizes applications the planning staff prepares and includes a briefing of the economic activity and land uses in Carbon County over the year.

Mr. Fox reported he has filled his GIS position and the new employee will start next Monday.

Cooperative Extension Service

Brian Sebade, interim County Coordinator for the Cooperative Extension Services introduced himself and said he will likely be filling in for Cathy Craig for an extended time period.

Museum

Ashley Davis, Deputy County Attorney discussed the Museum Architect Contract. She discussed the differences between this and the former contract with Pahl Architecture. The primary issue she sees is that the current contract calls for renovations to be completed within 12 months for the architecture to be under this contract price. The price of renovations has increased from \$6 million to \$8.1 million. She suggests releases from whoever drafted the

pre-contract and she noted the same language applies in this contract as the last that the county can terminate the contract at any time. The BOCC asked Ms. Davis to negotiate her concerns with the architect and she agreed to do so and report back at the next meeting.

Museum Board member Larry Moore discussed the increase in cost estimate noting much of the increase is due to the fact the basement has been included where it wasn't before. He also said the architect will work with another architect, Bill Wood, until he is certified to work in Wyoming.

Kelly Bohanan, Museum Director reported that she has approximately \$170,000 in grant funds that must be used by end of year and these funds cannot be extended. Part of the architectural services must be completed before she can expend these grant funds so it is important to keep the process moving forward. Lauren Hunley, Museum Education and Outreach Coordinator presented a projected economic impact report for the Hugus Ferguson building noting the figures she provides are incredibly conservative. Her estimates show that using the estimated visitation in the first year of operation will be 11,093 even though 2015's actual number of people served was just over 4,000 because they feel like the new location will provide additional traffic.

Commissioner Jones clarified that due to budget constraints the county may not be able to fund this at the level they had originally attended.

Mr. Moore also reported Ms. Bohanan was able to obtain a donation of solar panels and installation for the building.

Louie Dodge, Museum Foundation President, reported that the architectural drawings must be completed prior to obtaining donations or grants and asked the BOCC to keep that in mind.

Ms. Hunley reported the WY Office of Tourism is promoting paleontology in Wyoming and people will be referred to this Museum so they expect an increase in traffic from this project. Ms. Bohanan also reported that C.J. Box will be autographing box sets of his books at an upcoming event.

Clerk Bartlett clarified that the architectural contract is \$411,550.00 currently and Commissioner Jones said yes, it's the original \$545,474 less \$133,924 that's already been paid. Ms. Bohanan clarified that they were not here asking for money and that they knew approximately 70% of the project would need to be privately funded.

Attorney

Attorney Davis discussed exempt employees and the BOCC agreed that these should be reviewed periodically.

Commissioner Jones moved to remove from the table the Right of Way Agreement for Snowflake Trucking. Commissioner Johnson seconded and the motion carried unanimously.

Attorney Davis discussed the Snowflake Trucking agreement. Attorney Davis reported no fees or services would be exchanged for an easement with Rocky Mountain Power and the fee would need to be negotiated directly with Snowflake Trucking. She suggested a general utility easement could be negotiated so that all utilities would be in the same place across the same property. Bill Nation, Road & Bridge Superintendent suggested an overhead requirement be placed on one side of the easement or the other, not in the middle so that other utilities could utilize the remaining portion. Attorney Davis will look into this further.

Attorney Davis presented a Homeland Security grant agreement to implement a lifesaver program in Carbon County.

Commissioner Glode moved to authorize the Chairman's signature on the Grant Agreement with the Office of Homeland Security for Grant Award for Project Lifesaver in the amount of \$17,098.00. Commissioner Johnson seconded Commissioner Jones reported that if funds are not available from the state the grant agreement allows for a termination clause. The motion carried unanimously.

Clerk

Gwynn Bartlett, County Clerk reported that the county's health insurance consultant, Cobecon, contract expires September 30, 2016 and asked if the BOCC would like to rebid, waive and renew for 1-3 years.

The BOCC each expressed their feelings on whether they thought the county needed a consultant and whether or not it should be rebid and Clerk Bartlett stated she feels a consultant is important to the county at this time. The BOCC asked the Clerk put out a request for proposals and bring those forward for interview by the entire board.

Road & Bridge

Road & Bridge Superintendent, Bill Nation discussed a recent worker's compensation incident and services his staff has been providing.

Commissioners

Chairman Espy discussed possibly re-advertising the Buildings Manager job but ultimately no decision was made.

Commissioner Jones reported that she believes Lois Buchanan will be appointed as Hanna's representative on the South Central Wyoming Emergency Medical Services Joint Powers Board.

EXECUTIVE SESSION

Commissioner Glode moved to go into executive session at 11:41 a.m. with Attorney Ashley Davis, Clerk Bartlett and Cindy Baldwin to discuss personnel or potential litigation and other

matters considered confidential by law. Commissioner Johnson seconded and the motion carried unanimously.

Cindy left the session at 12:00 p.m. and Ashley left the session at 12:08 p.m.

Commissioner Chapman moved to come out of executive session at 12:31p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Glode seconded and the motion carried unanimously.

BUDGET WORKSHOP

The county's budget and upcoming budget process were discussed.

ADJOURNMENT

Commissioner Johnson moved to adjourn the meeting at 1:49 p.m. Commissioner Jones seconded and the motion carried unanimously.

A regular meeting of this Board will be held March 15, 2016 at 9:00 a.m. at the County Courthouse, 415 W. Pine St., 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 www.carbonwy.com or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.