

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, March 15, 2016
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, March 15, 2015 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were; Chairman John Espy; Vice Chairman John Johnson; Commissioners Lindy Glode, Leo Chapman and Sue Jones.

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

ADDITIONS / CORRECTIONS

Commissioner Chapman moved to add a 2016 Congestion Mitigation Air Quality grant contract for County Road #608 under Road & Bridge. Commissioner Johnson seconded and the motion carried unanimously.

CONSENT AGENDA

Commissioner Johnson moved to pull the March 1, 2016 regular meeting minutes and report from the consent agenda and approve the following; a bond for Randy Arnold, District Director for Saratoga, Encampment, Rawlins Conservation District in the amount of \$100,000.00; bond for Clint A. Weber, District Director for Baggs Cemetery District in the amount of \$5,000.00; County Clerk receipts for \$29,088.50, Clerk of District Court receipts for \$2,510.55. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Johnson moved to approve the March 1, 2016 regular meeting minutes and report. Commissioner Glode seconded and Commissioner Johnson read the motion under Planning and asked that the sentence regarding providing a match if Carbon County Economic Development did not provide a match and to note that Commissioner Chapman seconded the motion. Commissioner Johnson moved to amend the motion as stated. Commissioner Glode seconded and the motion carried unanimously. The motion to approve the amended minutes carried unanimously.

VOUCHERS

Commissioner Glode moved to approve the report of expenditures in the amount of \$237,777.70. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Johnson moved to approve a bill to Sunrise Sanitation for \$65.00. Commissioner Chapman seconded and the motion carried with all voting for the motion except Commissioner Jones who abstained due to a personal conflict.

Commissioner Chapman moved to approve a bill to Rawlins Automotive for \$178.78, Shively Hardware for \$1,062.36 and True Value of Rawlins for \$1,116.85 for an aggregate total of bills paid today of \$240,200.69. Commissioner Johnson seconded and the motion carried with all voting for the motion except Commissioner Glode who abstained due to personal conflicts.

| Vendor | Detail Line Description | Total |
|-------------------------------------|------------------------------------|------------|
| AIT LABORATORIES | TESTING SERVICES | \$1,495.00 |
| ALLEN TEL PRODUCTS, INC. | PHONE REPAIR | \$134.12 |
| AMERIGAS | PROPANE | \$695.83 |
| ASPEN FAMILY DENTAL | DENTAL SERVICES | \$932.00 |
| BANGS, DANIELLE | MILEAGE | \$55.50 |
| BANK OF COMMERCE (ACH) | DIRECT DEPOSIT FEE 2015 | \$360.00 |
| BANK OF COMMERCE (DEBIT CARD) | ASSORTED DEBIT CHARGES | \$4,000.19 |
| BARKHURST, RAY | BOARDS FAIR MILEAGE | \$34.80 |
| BOB BARKER COMPANY, INC. | SHAMPOO/BODY WASH | \$252.13 |
| BOMGAARS SUPPLY | ASSORTED SUPPLIES | \$187.76 |
| BOYS & GIRLS CLUBS OF CARBON COUNTY | FEB 16 CSBG | \$205.55 |
| BUILD RITE LUMBER SUPPLY | ASSORTED SUPPLIES/SHIPPING CHARGES | \$145.43 |
| CARBON COUNTY ECONOMIC DEVELOPMENT | HALF PAYMENT/ MARCH 2016 RENT | \$9,900.00 |
| CARBON COUNTY FAIR ASSOCIATION | 2016 BANNER SPONSERSHIP | \$160.00 |
| CARBON COUNTY TREASURER | VARIOUS CASH ITEMS | \$1,298.69 |
| CARBON POWER & LIGHT INC | ELECTRIC SERVICE | \$1,017.08 |
| CARERIGHT TECHNOLOGIES, LLC | JAIL HEALTH | \$165.00 |
| CBM FOOD SERVICE | JAIL FOOD | \$7,204.58 |
| CENTURY LINK | PHONE SERVICE | \$81.74 |
| CENTURYLINK | PHONE SERVICE | \$415.94 |
| CENTURYLINK-PHOENIX | PHONE SERVICE | \$0.57 |
| CHARTER COMMUNICATIONS | JAIL CABLE | \$120.08 |
| CORTHELL AND KING, P.C. | LEGAL SERVICES | \$1,662.50 |
| COTTON, TIMOTHY C. PC. | TRANSCRIPT | \$263.35 |
| COWBOY CHEMICAL | LAUNDRY DETERGENT | \$500.80 |
| COWBOY SUPPLY HOUSE | PAPER PRODUCTS/CLOROX WIPES/GLOVES | \$222.33 |
| DAILY TIMES | ADVERTISING FEES | \$210.15 |
| DEVINE LAW | LEGAL SERVICES | \$1,680.00 |
| DIRTY BOYZ SANITATION, INC | TRASH SERVICE | \$490.00 |
| DIXON, TOWN OF | WATER/SEWER | \$130.00 |
| DJ'S | BLADE GLASS REPLACEMENT | \$716.25 |
| DRIFT LLC | SNOW REMOVAL | \$335.00 |
| DRUMMOND REFRIGERATION LLC | WALK IN FREEZER REPAIR-JAIL | \$573.92 |
| DUBOIS TELEPHONE EXCHANGE | PHONE SERVICE | \$41.26 |
| ELK MOUNTAIN, TOWN OF | WATER/SEWER | \$55.32 |
| ENCAMPMENT, TOWN OF | WATER/SEWER | \$83.00 |

| | | |
|-------------------------------------|---------------------------------------|-------------|
| ERICKSON & ROBERTS | LEGAL SERVICES | \$1,320.98 |
| FLEXSHARE BENEFITS | DISBURSEMENTS/PREMIUMS/REIMBURSEMENTS | \$5,915.83 |
| FRANCE, TARA | TRANSCRIPTION SERVICES | \$38.75 |
| GCR ELECTRONICS, LLC | SITE RENTAL | \$1,200.00 |
| GLOBAL EQUIPMENT COMPANY | FAUCET/LIGHTING | \$1,093.65 |
| GOLDEN, MARY | MILEAGE | \$77.00 |
| GRAINGER | ASSORTED MAINTENANCE PARTS | \$1,134.10 |
| GRAPHIC SPORTS | NAME PLATE/ NOTARY STAMPS | \$90.85 |
| HALLADAY AUTO GROUP | CORONER VEHICLE | \$32,676.76 |
| HANNA, TOWN OF | WATER/SEWER | \$114.18 |
| HENKE | PLOW REPAIR PARTS | \$442.01 |
| HERMAN, BOBBIE | BOARDS FAIR MILEAGE | \$27.00 |
| HEROLD, LORELL | SNOW PLOWING-DIXON SR. CENTER | \$200.00 |
| HIGH DESERT WELDING & MACHINE LLC | STRAPS | \$82.40 |
| HIGH PLAINS POWER | ELECTRIC SERVICE | \$155.21 |
| HUGHES, CHRIS | MILEAGE | \$37.50 |
| J H KASPAR OIL COMPANY | FUEL | \$5,822.17 |
| JACKALOPE PRINTING | DOOR TAGS | \$110.20 |
| JACK'S BODY & FENDER REPAIR | TOWING SERVICES | \$252.00 |
| JEFFERSON COUNTY SHERIFF | SUBPOENA SERVING FEES | \$12.00 |
| JOHNSTON, RANAE | MILEAGE | \$14.50 |
| KAISLER, TODD | BOARDS FAIR MILEAGE | \$54.00 |
| KENCO SECURITY AND TECHNOLOGY | MONTHLY MONITORING | \$36.00 |
| KILBURN TIRE COMPANY | VEHICLE MAINTENANCE | \$804.60 |
| KING SOOPERS CUSTOMER CHARGES | COWBOY COOKING CLASS MATERIALS | \$39.97 |
| KIRSCH, ARCHIE P | MEDICAL SERVICES | \$1,300.00 |
| KONE ELEVATORS ESCALATORS | MAINTENANCE | \$4,473.12 |
| MCGRAW, JOAN | MILEAGE | \$24.00 |
| MEDICINE BOW HEALTH CENTER | 3RD QUARTER PAYMENT | \$15,000.00 |
| MEDICINE BOW, TOWN OF | WATER/SEWER | \$80.00 |
| MERSEAL LAW, LLC | LEGAL SERVICES | \$525.00 |
| MILLER, JIM | BOARDS FAIR MILEAGE | \$30.60 |
| MOORE MEDICAL CORP. | JAIL HEALTH SUPPLIES | \$874.62 |
| MPM CORP / EVERGREEN DISPOSAL | TRASH SERVICE | \$20.00 |
| MY OFFICE ETC. | ASSORTED OFFICE SUPPLIES | \$727.17 |
| NEWMAN TRAFFIC SIGNS | WEIGHT LIMIT SIGNS | \$109.47 |
| NORCO, INC. | CYLINDER RENTAL/SUPPLIES | \$1,033.14 |
| OLD PENITENTIARY JOINT POWERS BOARD | HALF PAYMENT | \$10,000.00 |
| PERKINS OIL CO | FUEL | \$2,326.38 |
| PITNEY BOWES | SEALER LIQUID | \$73.09 |
| PLUS ELECTRIC INC. | GENERATOR MAINENANCE | \$92.00 |

| | | |
|------------------------------------|-------------------------------|-------------|
| PUBLIC SAFETY CENTER, INC | NITRILE GLOVES | \$219.80 |
| QUILL CORPORATION | ASSORTED OFFICE SUPPLIES | \$324.48 |
| RACO INDUSTRIES | LABELS | \$111.97 |
| RASMUSSEN FURNITURE | VACUUM BAGS | \$13.98 |
| RAWLINS AUTOMOTIVE | ASSORTED VEHICLE MAINTENANCE | \$178.78 |
| RAWLINS CARBON COUNTY AIRPORT | QUARTERLY PAYMENT | \$15,000.00 |
| RAWLINS EYE CARE | OPTICAL SERVICES | \$196.00 |
| RAWLINS FAMILY MEDICAL, P.C. | MEDICAL SERVICES | \$125.00 |
| RAWLINS, CITY OF | WATER/SEWER | \$1,862.30 |
| REDWOOD TOXICOLOGY LABORATORY, INC | MEDICAL TESTING | \$160.00 |
| RENDEZVOUS LODGE LLC. | S&R MEALS | \$137.50 |
| RI TEC INDUSTRIAL PRODUCTS | BLADE GREASE | \$390.00 |
| RIETVELD, TONI | MEAL | \$6.63 |
| ROCKY MOUNTAIN POWER | ELECTRIC SERVICE | \$11,959.18 |
| ROWAN, KRISTY | MEETING SUPPLIES | \$19.44 |
| RYAN ELECTRONICS INC | MAINTENANCE CONTRACT FEE | \$5,033.88 |
| SAFEGUARD BUSINESS SYSTEMS | AP/PAYROLL CHECKS | \$368.06 |
| SAPP BROS TRUCK STOPS, INC. | TIRE CASING | \$1,560.00 |
| SARATOGA AUTO PARTS, INC. | VEHICLE MAINTENANCE | \$110.98 |
| SARATOGA, TOWN OF | WATER/SEWER | \$139.77 |
| SCHAEFFER MFG CO | OIL | \$2,035.00 |
| SHEPARD'S | FUEL | \$1,785.13 |
| SHIVELY HARDWARE | SLED REPAIRS/ASSORTED PARTS | \$1,062.36 |
| SHOPKO PHARMACY | MEDICATION | \$33.81 |
| SOURCE GAS | HEATING FUEL | \$2,581.57 |
| SOUTH CENTRAL WY EMS | 3RD QUARTER PAYMENT | \$12,500.00 |
| SOUTHWEST M.R.O., LLC | R&B SAFETY EQUIP/MATERIAL | \$25.00 |
| SPECIALIZED PATHOLOGY CONSULTANTS | AUTOPSY SERVICES | \$1,165.00 |
| STAPLES ADVANTAGE | ASSORTED OFFICE SUPPLIES | \$636.08 |
| SUNRISE SANITATION SERVICE, LLC. | TRASH SERVICE | \$65.00 |
| TERMINIX | EXTERMINATION SERVICES | \$849.00 |
| TRADING POST | FUEL | \$61.47 |
| TRUE VALUE OF RAWLINS | ASSORTED MAINTENANCE SUPPLIES | \$1,116.85 |
| US BANK | ASSORTED CHARGES | \$5,121.60 |
| VALLEY OIL COMPANY | FUEL | \$1,039.81 |
| VAN'S WHOLESALE LLC | ASSORTED JAIL SUPPLIES | \$626.77 |
| VIP | CLEANING OF PATROL VEHICLE | \$150.00 |
| VOIANCE LANGUAGE SERVICES LLC | INTERPRETATION SERVICES | \$5.25 |
| WARRIOR SERVICES, LLC | PEST CONTROL SERVICE | \$60.00 |
| WEX BANK | FUEL | \$98.63 |
| WILKERSON, JAMES A IV M.D. | EXAMINATION SERVICES | \$1,190.00 |
| WILLADSON, ANNIE | SNOW REMOVAL HANNA SR. CENTER | \$320.00 |

| | | |
|------------------------------------|---------------------------------|--------------|
| WILLIE, O.R. | MILEAGE | \$45.00 |
| WILSON, MARGARET | SEWING SERVICES | \$92.00 |
| WY COUNTY COMMISSIONER'S ASSO | COMM DUES & SUBSCRIPTIONS | \$10.00 |
| WY DEPT OF HEALTH | OCT-DEC 15 PAYROLL/CHEVY MALIBU | \$34,271.85 |
| WY DIESEL SERVICE | EQUIPMENT MAINTENANCE | \$628.94 |
| WY GUARDIANS AD LITEM PROGRAM | COUNTY MATCH FY16 QTR1 | \$3,761.81 |
| WY MACHINERY COMPANY | EQUIPMENT MAINTENANCE | \$3,593.81 |
| WY PUBLIC HEALTH LABORATORY | TESTING SERVICES | \$70.00 |
| WY RETIREMENT SYSTEM | VOLUNTEER PENSION/MAR 16 | \$1,260.00 |
| WY WASTE SERVICES-RAWLINS | TRASH SERVICE | \$1,504.81 |
| WYOMING DEPT OF WORKFORCE SERVICES | FEB 2016 VOLUNTEERS | \$28.56 |
| YAMPA VALLEY ELECTRIC | ELECTRIC SERVICE | \$221.71 |
| Grand Total | | \$240,200.69 |

ELECTED OFFICIALS / DEPARTMENT HEADS

Public Health

Amanda Brown, Interim Nurse Manager requested and received approval to fill the Administrative Assistant position at the Rawlins Office.

Attorney

Ashley Mayfield Davis, Deputy County Attorney discussed a zoning memorandum of understanding with the City of Rawlins regarding subdivision, code enforcement and building permits within one half mile around the city. She suggested rescinding the MOU while working on a new one to make a new process that is more understandable for both entities and the public. She noted that County Planner Sid Fox and the City are aware and supportive of this. She hopes to present a resolution to rescind the MOU at the next meeting.

Ms. Davis reported that formerly the Wyoming Statute designated the County Clerk to be the secretary to the Planning & Zoning Commission however was revised later to allow the commissioners to appoint someone. She will be presenting a letter for the BOCC to appoint someone, likely the Planning Department secretary, at the next meeting.

Clerk

Deborah Olson, County Clerk of Court, reported that she is retiring effective May 2, 2016. Gwynn Bartlett, County Clerk explained the process for reappointment noting the BOCC would choose from three names submitted by the Republican Party once the vacancy occurs. This appointment would fill the 2016 calendar year. In the meantime, individuals can apply for the office during the election filing period in May to complete the remainder of the term through 2018.

Commissioner Jones moved to authorize the Chairman's signature on a letter to the Wyoming Cultural Trust Fund for the Carbon County Museum's High Plains Powwow. Commissioner Chapman seconded and the motion carried unanimously.

Clerk Bartlett reported that she did not receive any applications for the Old Pen Joint Powers Board or Senior Services Board for the Elk Mountain area but received one for the Carbon County Community Juvenile Services Board from Diane MacPherson and two applications for the one vacant position for the Senior Services Board for the Rawlins area.

Commissioner Johnson moved to appoint Diane MacPherson to the Carbon County Community Juvenile Services Board for an unexpired term expiring June 2016 plus a three-year term expiring June 2019. Commissioner Glode seconded and the motion carried unanimously.

Treasurer

Treasurer Cindy Baldwin reported that she has replaced her open position in motor vehicle. Treasurer Baldwin discussed notice of valuation changes. She also reported that a vendor in Carbon County has been reporting sales tax to another county for 16 months so approximately \$270,000 will be refunded to Carbon County in April or shortly thereafter.

Buildings & Grounds

Jim Piche, County Buildings & Grounds Manager asked the BOCC for priorities they see needed handled. They are currently proceeding with setting up new offices but there is an analogue phone line for the Dixon Airport fuel system that may take a while to move to their new suite. Mr. Piche stated he foresees a need for a new vehicle as he and crew will be traveling throughout the county and the maintenance technician will still need his vehicle. He will be devising a 30 day plan then a 3-6 month plan thereafter so the department is organized including visiting all the facilities personally. Commissioner Glode expressed that safety equipment in each building should be a priority. Mr. Piche reported he and Warden Rutherford will team up to accomplish this. Commissioner Glode reported there was a large sign mounted on the east wall of the Carbon Building and she would like it removed. Commissioner Johnson discussed backflow prevention at the Rawlins Senior Center as being a priority. Chairman Espy suggested landscaping at the Carbon Building should be a priority.

The vehicle was further discussed and Mr. Piche suggested looking for a decent used vehicle and likely a half-ton. Road & Bridge Superintendent Bill Nation reported he has an older diesel Mr. Piche can use in the meantime.

Road & Bridge

Bill Nation, Road & Bridge Superintendent presented a Congestion Mitigation Air Quality Program contract for gravel and magnesium chloride on County Road #608. Mr. Nation reported that work should be completed upon Notice to Proceed and that will likely be fall 2016.

Commissioner Glode moved to authorize the Chairman's signature on the FY16 Congestion Mitigation Air Quality Program Subrecipient Agreement between the Wyoming Department of Transportation and Carbon County Road & Bridge, Agreement No. CD 0.00 CM16101, for gravel and magnesium chloride on County Road #608 noting the \$42,998 match will be paid from the county road fund. Commissioner Chapman seconded and the motion carried unanimously.

Museum

Museum Director Kelly Bohanan reported that she met with a potentially large donor yesterday who may be interested in making a substantial donation for the Hugus Ferguson Building and this individual may want to purchase a room named after him. She asked how much involvement the BOCC wants in the decision of how much a room would cost a donor. Commissioner Jones provided some suggestions on how to coordinate this effort but ultimately the BOCC decided the Museum Director and Museum Foundation should determine these things and the county's Museum liaison could be involved but the BOCC would like to see the final outcome.

IT

County IT Director, Matt Webster reported that the county's new phone system is expected to cost approximately \$200,000 and that he is working on the current system to ensure it runs until a new one is in place. He will bring options at a future meeting.

Commissioners

Commissioner Jones reported that to close out the Dixon Airport apron expansion project the county must sign the update to the Airport Layout Plan (ALP). The ALP is meant to be a "living document" that gets updated every time there is an improvement project. It also lists the non-standard conditions among other things and is required when an airport takes federal funds. This update shows the west apron expansion project.

Commissioner Jones moved to authorize the Chairman's signature on the Dixon Airport Layout Plan. Commissioner Glode seconded and the motion carried unanimously.

Commissioner Jones reported the Rawlins Carbon County Airport Board used another county's entitlement funds of \$150,000.00 last year to complete a project. To basically payback the loan the county and the City of Rawlins now must sign the appropriate documents with the Federal Aviation Administration to give up this year's entitlement and give it to Uinta County.

Commissioner Jones moved to authorize the Chairman's signature on the Request for FFA Approval of Agreement for Transfer of Entitlements in the amount of \$150,000 from the Rawlins Carbon County Airport, Rawlins Municipal Harvey Field to Uinta County. Commissioner Chapman seconded and the motion carried unanimously.

CITIZEN/COMMISSIONERS DISCUSSION

Commissioner Glode reported she will prepare the commissioner's budget for next fiscal year and asked the BOCC for suggestions on cuts.

Commissioner Chapman reported he was disappointed to see that a Wyoming Senator proposed that the Wyoming State Penitentiary could potentially be moved to another town due to his concern about the county's hospital being inadequate. There has been a task force to study the topic. Commissioner Chapman suggested a letter of support or resolution to recognize the penitentiary as a large employment base serving the county well and that infrastructure in Rawlins is here to support the facility, including that the hospital is adequate.

Commissioner Jones thanked the community and friends for support during the recent loss of her husband.

Chairman Espy reported the U.S. Forest Service may be selling more timber.

BOARD APPOINTMENTS

Victoria Gabelson and Gayle Shaw were interviewed for consideration of appointment on the Senior Services Board. There were no applicants for this board in the Elk Mountain area.

Commissioner Glode moved to appoint Gayle Shaw to the Carbon County Senior Services Board, Rawlins area, for a three-year unexpired term expiring March 2016 plus a full three year term expiring March 2019. Commissioner Jones seconded and Commissioner Glode pointed out the other applicant volunteers so this way both individuals get to be involved. The motion carried unanimously.

EXECUTIVE SESSION

Commissioner Chapman moved to go into executive session at 11:09 a.m. with Clerk Bartlett, John Rutherford, and Ashley Mayfield Davis to discuss personnel and potential litigation and other matters considered confidential by law. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Johnson moved to come out of executive session at 11:37 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Glode seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Johnson moved to adjourn the meeting at 11:38 a.m. Commissioner Chapman seconded and the motion carried unanimously.

A regular meeting of this Board will be held April 19, 2016 at 2:00 p.m. at the Riverside Town Hall. The BOCC will also hold budget workshops April 20 & 21 beginning at 9:00 a.m. at the

County Courthouse in Rawlins. 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.