

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 4, 2016  
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, October 4, 2016 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**

Public Health was added under elected officials/department head time to discuss family planning.

**VOUCHERS**

Commissioner Chapman moved to approve the report of expenditures in the amount of \$88,788.74. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Chapman moved to approve a bill to Rawlins Automotive for \$173.17 and True Value of Rawlins for \$681.29 for an aggregate total of bills paid today of \$89,643.20. Commissioner Jones 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
4 RIVERS EQUIPMENT	ENGINE	\$2,201.80
ALSCO, AMERICAN LINEN DIVISION	SHOP TOWELS	\$36.93
ANTON COLLINS MITCHELL LLP	AUDIT	\$13,000.00
AYALA, MEGAN	CPR CLASS	\$55.00
BAGGS, TOWN OF	WATER/SEWER	\$760.62
BANK OF COMMERCE (ACH)	FINGERPRINT SCANNER	\$89.54
BANK OF COMMERCE (DEBIT CARD)	VARIOUS CHARGES	\$390.66
BEHRMANN, ELEANOR	MILEAGE	\$34.20
BOB BARKER COMPANY, INC.	JAIL SUPPLIES	\$548.49
BUCHANAN, KAREN	MILEAGE	\$36.00
BUILD RITE LUMBER SUPPLY	LUMBER/SHIPPING FEES	\$310.95
CARBON POWER & LIGHT INC	ELECTRIC SERVICE	\$622.46
CARERIGHT TECHNOLOGIES, LLC	JAIL HEALTH	\$240.00
CASPER ELECTRIC	ELECTRICAL UPGRADE	\$18,630.00

CBM FOOD SERVICE	JAIL MEALS	\$8,933.22
COWAN CONTRUCTION	BALACE OF INVOICE	\$75.00
COWBOY CHEMICAL	LAUNDRY SUPPLIES	\$187.90
COWBOY SUPPLY HOUSE	SCOURING PADS	\$19.44
DAILY TIMES	ASSORTED ADVERTISEMENTS	\$2,888.46
DALLIN MOTORS INC	VEHICLE MAINTENENCE	\$46.96
DELEON, JOHN	LEGAL SERVICES	\$1,817.25
DIRTY BOYZ SANITATION, INC	TRASH SERVICE	\$460.00
ELK MOUNTAIN CONOCO	FUEL	\$258.42
ENGSTROM, JAMES D. DDS	SETTING LIGHT	\$3,167.67
FASTENAL	BOLTS/NUTS/FASTENERS	\$45.25
FLEXSHARE BENEFITS	SEP MONTHLY FEE	\$103.50
GALLS/QUARTERMASTER	NAMEPLATE	\$102.18
GEORGETOWN LAW	SUBSCRIPTION RENEWAL	\$85.00
GRAINGER	BUILDING MAINTENANCE SUPPLIES	\$538.96
GRAPHIC SPORTS	ENVELOPES/NOTARY STAMP	\$970.95
HAGOOD, VICKI	MILEAGE	\$26.50
HIGH PLAINS POWER	ELECTRIC SERVICE	\$360.62
INTERMOUNTAIN LOCK & SECURITY	KEYS	\$31.97
J H KASPAR OIL COMPANY	FUEL/MOTOR OIL	\$1,684.81
JACK'S BODY & FENDER REPAIR	TOWING SERVICES	\$186.00
KALUZNY, EMILY	MILEAGE	\$380.00
KILBURN TIRE COMPANY	VEHICLE MAINTENANCE	\$291.37
KING SOOPERS CUSTOMER CHARGES	JAIL HEALTH	\$13.77
KIRSCH, ARCHIE P	MEDICAL SERVICES	\$1,300.00
L N CURTIS & SONS	BUNKER GEAR	\$1,868.00
MEDICINE BOW, TOWN OF	WATER/SEWER	\$90.00
MENDOZA, MARIA	MEALS	\$167.60
MOSS, BARBARA	MILEAGE	\$26.40
MOUNTAIN WEST MOTORS	VEHICLE MAINTENANCE	\$75.14
MPM CORP / EVERGREEN DISPOSAL	TRASH SERVICE	\$85.00
MURANE & BOSTWICK, LLC.	PROFESSIONAL SERVICES	\$128.00
NATIONWIDE MUTUAL INS COMPANY	NOTARY BOND LS	\$50.00
O'REILLY AUTO PARTS	SEAT COVER	\$24.99
PATTON, ROBERT L.	MILEAGE	\$36.00
PATTON, SALLY	MILEAGE/MEAL	\$163.08
PERRY, ABBY	BANQUET/CONFERENCE	\$75.00
PHILLIPS 66-CONOCO-76	FUEL	\$34.40
PUBLIC SAFETY CENTER, INC	DISPOSABLE GLOVES	\$280.25
PUBLIC SAFETY TRAINING CONSULTANTS	TRAINING	\$399.00
QT POD	SERVICE AGREEMENT	\$995.00

QUESTAR GAS	HEATING FUEL	\$54.86
QUILL CORPORATION	OFFICE SUPPLIES	\$396.63
RAWLINS AUTOMOTIVE	VEHICLE MAINTENANCE SUPPLIES	\$173.17
RAWLINS FIRE EXTINGUISHER	FIRE EXTINGUISHERS/INSPECTION	\$1,272.00
RAWLINS, CITY OF	REPAIRS/WATER/SEWER	\$109.70
RIETVELD, TONI	MEALS	\$28.80
ROBIDOUX ENTERPRISES	VEHICLE MAINTENANCE	\$1,508.27
ROCKY MOUNTAIN POWER	ELECTRIC SERVICE	\$538.48
RUNYAN ENTERPRISES LLC	DATABASE REVIEW	\$550.00
SARATOGA AUTO PARTS, INC.	DEF FLUID	\$21.03
SCHAEFFER MFG CO	OIL	\$655.08
SHAW, GAYLE	MILEAGE	\$36.00
SHEPARD'S	TRANSMISSION FLUID/FUEL	\$72.13
SKYLINE MOTORS, INC.	VEHICLE REPAIRS	\$598.00
SNAKE RIVER PRESS	ADVERTISING	\$240.00
SOURCE GAS	HEATING FUEL	\$3,637.92
THOMSON REUTERS-WEST PAYMENT CENTER	MONTHLY CHARGES	\$707.72
TRADING POST	FUEL	\$314.53
TRAPP, LARRY W	FUEL	\$109.86
TRUE VALUE OF RAWLINS	ASSORTED MAINTENANCE ITEMS	\$681.29
U S POSTMASTER-RAWLINS	METERED MAIL PERMIT	\$215.00
U W C E S	QTR 1 SALARY MATCH	\$5,431.50
VAN'S WHOLESALE LLC	CLEANING SUPPLIES	\$319.17
VOLUNTEER FIREMEN PENSION FUND	VOLUNTEER PENSION	\$540.00
WARRIOR SERVICES, LLC	PEST CONTROL SERVICES	\$60.00
WILSON, MARGARET	PATCH SEWING	\$60.00
WPHA	MEMBERSHIPS	\$540.00
WY ATTORNEY GENERAL	PATTON, SALLY & HAGOOD, VICKI REGISTRATION FEE	\$150.00
WY DEPT OF HEALTH	CHEVY MALIBU LEASE	\$20.00
WY LAW ENFORCEMENT ACADEMY	FIREARMS RECERTIFICATION	\$135.00
WY MACHINERY COMPANY	MAINTENANCE PARTS	\$4,121.39
WY PEACE OFFICERS ASSOC	MEMBERSHIPS	\$30.00
YAMPA VALLEY ELECTRIC	ELECTRIC SERVICE	\$866.16
YOCUM, LEO	MILEAGE	\$12.00
ZIRMED, INC	CLAIMS FILING	\$7.80
<b>Grand Total</b>		<b>\$89,643.20</b>

**CONSENT AGENDA**

Commissioner Johnson moved to approve the consent agenda. Commissioner Chapman seconded and Clerk Bartlett noted the consent agenda includes the September 20, 2016 regular meeting minutes; bond for Sherrod France for Treasurer of Memorial Hospital of Carbon County Board in the amount of \$25,000.00; and County Clerk receipts for \$21,831.75 and Planning and Development Department receipts for \$1,075.00. The motion carried unanimously.

## **ELECTED OFFICIALS / DEPARTMENT HEADS**

### **Public Health**

Amanda Brown, Public Health Nurse gave a report on services her office provided the past month. Ms. Brown reported her support services budget is depleted. This budget pays for HIV, STD and other similar testing and unfortunately these services are on the rise. Amanda requested a budget amendment of \$7,500.00.

Commissioner Glode moved to schedule and advertise a budget amendment for Public Health. Commissioner Chapman seconded and the motion carried unanimously.

Ms. Brown was approached by Western WY Family Planning to take over the grant and the services they provide in Carbon County. She stated they are likely not to continue services here and she asked how the BOCC felt about her office taking these services over. Commissioner Johnson asked if the office would be too short handed and both Ms. Brown and her supervisor area manager Jacqueline Wells stated they can handle the additional services. They have yet to see a grant application but would like to send a letter of intent at this time.

### **Bid Opening for County Property**

County Clerk Gwynn Bartlett presented three sealed bids of offers to purchase county property in Rawlins. She noted she advertised the bid opening in the Rawlins Daily Times September 16 and 23 and mailed a notice to all adjacent landowners. Bids were as follows: Baldamar and Ruth Gonzales bid \$1,500.00; Daniel J. Mika bid \$3,700.00; and Steven R. Hays bid \$15,209.00. Clerk Bartlett noted Mr. Hays written amount was for fifteen thousand two dollars and nine cents.

Commissioner Glode moved to accept the high bid from Steven Hays in the amount of \$15,209.00 to sell a parcel of land in the Union Pacific Railroad 4<sup>th</sup> Addition to the City of Rawlins, Carbon County, Wyoming. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Johnson moved to authorize the Chairman to sign the Agreement of Sale of Real Estate and all closing documents for a parcel of land in the Union Pacific Railroad 4<sup>th</sup> Addition to the City of Rawlins, Carbon County, Wyoming. Commissioner Chapman seconded and the motion carried unanimously.

### **Road & Bridge**

Chairman Espy presented Bill Nation, Road & Bridge Superintendent with a plaque regarding the Sage Creek Road Project. Mr. Nation reported that the county has considered taking over the Forest Service Road 261 however this requires engineering and he is not able to find funding to pay for the engineering after a valid effort. He said the project is now snowed out and he does not feel the county should move forward without the support of other agencies through funding.

Commissioner Johnson moved to authorize the Chairman's signature to the US Forest Service Melanie Fullman copied to the WY State Trails and Bureau of Land Management that the county will table an engineering study on US Forest Service Road 261 until spring 2017 and that the county needs a financial commitment for the study prior to moving forward. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Jones agreed to write the letter in the previous motion.

Mr. Nation discussed the Brush Creek Road, County Road 203. He mentioned there may be an opportunity to chip seal or do a double chip seal then a fog seal on the road with the ranch paying half the cost and Mr. Nation can budget the other half next year.

## **IT**

Matt Webster, IT Director presented a maintenance agreement with Tyler Technologies for approval. This agreement covers the Clerk of District Court noting the agreement expired in 2014 and this agreement will bring the county current totaling \$23,347.04.

Commissioner Glode moved to approve the Maintenance and Support Agreement with Tyler Technologies in the amount of \$23,347.04. Commissioner Johnson seconded and questioned if the \$15,054.50 was not paid previously because the county wasn't using their services and if the county was under contract. Mr. Webster replied that regardless of whether or not the county used it since 2014 the county has to pay for that time to bring the contract up to date. Commissioner Glode confirmed all avenues have been explored prior to Mr. Webster appearing today to try to not pay back fees. The motion passed unanimously.

Mr. Webster discussed a possible new copier lease with Ricoh. There are two promotions available at this time. The county currently pays \$2,343.61 per month for ten copiers and these leases expire next April. The first promotion allows the county to upgrade the lease now with no buyout costs and save \$188.20 per month over the next seven months. In addition, the cost per page will be reduced so savings could total approximately \$100.00 per month more based on our current usage. This promotion estimates saving a total of about \$2,000.00.

The second promotion would allow the county to purchase one of its copiers for \$1.00 and donate it to Carbon County Senior Services, who would pay for supplies and maintenance thereafter.

Mr. Webster stated Canon and Xerox were almost double on past copier lease quotes. He mentioned he did not obtain quotes because we are under a current lease with Ricoh until next

April. Mr. Webster mentioned Ricoh also has a local repair person where the other companies do not.

Commissioner Chapman moved to waive the county's procurement policy and approve a 48 month lease for ten copiers with Ricoh and authorize the Chairman to sign the U.S. Communities Product Schedule in the amount of \$2,155.41 per month. Commissioner Jones seconded and all voted for the motion except Commissioner Johnson who voted against the motion.

Commissioner Glode moved to authorize the Chairman to sign the Ricoh Bill of Sale and Assignment along with an Equipment Relocation Request to purchase a Ricoh MPC3502 Serial #W503L300820 and assign it to Carbon County Senior Services, Inc. Commissioner Chapman seconded and the motion passed unanimously.

### **Clerk**

Gwynn Bartlett, County Clerk presented a contract with DBT transport for Dixon Airport AWOS maintenance for approval.

Commissioner Jones moved to approve the contract with DBT Transport for Dixon Airport AWOS maintenance and a Request for State Airport Aid in the amount of \$5,769.75 to cover the DBT Transport contract. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Glode moved to approve Contracts for Services related to the Community Service Block Grant with Sheela Schermetzler, Carbon County Public Health and the Carbon County Youth Crisis Center Contracts for Services related to the Temporary Assistance for Needy Families grant with Boys & Girls Clubs of Carbon County, Greater WY Big Brothers Big Sisters and LYCC / Extended Families program. Commissioner Johnson seconded and the motion carried unanimously.

Clerk Bartlett presented a resignation from the Baggs Solid Waste Disposal District.

Commissioner Jones moved to regretfully accept the resignation from Matt Feldman from the Baggs Solid Waste Disposal District and advertise for the vacancy. Commissioner Chapman seconded and the motion carried unanimously.

Clerk Bartlett reported she received an e-mail requesting the BOCC sign a letter to the WY Department of Transportation stating the board has no problems with them transferring ownership of property in the NW1/4 of Section 22, T21N, R86W to Sinclair Transportation Company.

Commissioner Chapman moved to authorize the Chairman's signature on the letter to Tim McGary with the WY Department of Transportation stating Carbon County has no problems with the transfer of ownership of property in the NW1/4 of Section 22, T21N, R86W to Sinclair Transportation Company. Commissioner Glode seconded and the motion carried unanimously.

Commissioner Johnson moved to approve the Volunteers of America Northern Rockies (VOA)/Office of Juvenile Justice and Delinquency Prevention (OJJDP) 2014/2015

Nonparticipating State Award Subgrant Quarterly Report. Commissioner Chapman seconded and the motion carried unanimously.

### **Buildings & Grounds**

Jim Piche Buildings Manager reported the design team for the fairgrounds project visited the site last week. The high school donated equipment will cause a ceiling height problem in the current building. There may need to be a new building versus a remodel of the current facilities.

Mr. Piche reported at the last meeting he would like to move the emergency operations center (EOC) to a facility at the fairgrounds and Commissioner Johnson had asked for a cost to use another building. He noted the county's fiber optic line runs right by the facility he would like to use and he is not aware of the cost to install new fiber elsewhere but the existing equipment would cost approximately \$10,000. He also provided rental costs at \$10 per square foot estimating 1,600 square feet totaling \$1,600 per month and the cost to build a new facility of approximately \$200,000 to house the EOC.

Mr. Piche has begun advertising the administrative assistant position for his office noting this will also serve the fair board.

His crews are winterizing and will continue cleaning up properties.

### **Commissioners**

Commissioner Glode reported that the WY County Commissioners Association (WCCA) board of directors met at the recent conference in Laramie. They may have a fundraiser.

Commissioner Johnson discussed the possibility of all counties combining for one workers compensation account.

Commissioner Chapman discussed state funding to counties and a recent discussion WCCA had with Senator Nicholas. Chairman Espy agreed and they both expressed their disgust for how the conversation went.

Chairman Espy reported the public land committee also met and that resulted in a realization that there should be quarterly meetings with the Bureau of Land Management.

Commissioner Jones met with the revenue committee and they learned of a new way for counties to invest, WyoStar2. The State Treasurer asked local governments to support Constitutional Amendment A.

Commissioner Jones reported the Medicine Bow Health Center will be holding a fundraiser. She said the Library has been fundraising as well. Ms. Jones also said the South Central WY Emergency Medical Services Board is short members and emergency medical technicians.

### **MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)**

Chelle Keplinger, Chief Financial Officer said the HVAC project should be completed in the next couple months. Architects are currently in the facility providing a facility assessment. Ms. Keplinger provided a final report as of August 31, 2016. Ms. Keplinger said the hospital is switching over to a new billing company.

The BOCC provided authorization for use of \$65,315.00 of the hospital's mill levy funds for infusion pumps.

### **Attorney**

County Attorney Cal Rerucha presented a request to approve the appointment of Natasha Martinez as a public defender.

Commissioner Glode moved to approve the appointment of Natasha K. Martinez to be appointed a contract part-time public defender for the Second Judicial District. Commissioner Chapman seconded and the motion carried unanimously.

### **Kimber Wichmann – DEQ**

Kimber Wichmann was contacted via telephone to discuss the proposed Industrial Siting Council rule changes on impact assistance funding distributions. Comments are being accepted through November 21. There is an open house October 21 in Casper.

The changes to the proposed rules are fueled by Enrolled Act 71 that changed the way impact funds are calculated and dispersed. This EA also limited funding to only 2.76% of the estimated material costs of the project. These changes require changes to the application process therefore new rules are required. The proposed rules require impacted counties and other entities to provide testimony during the process including justification and a dollar amount of the impacts. Commissioner Johnson said this will be a huge learning curve for smaller entities and Kimber mentioned they are developing guidance documents to assist entities with this requirement.

Commissioner Johnson also asked about new language Page 3(M), definition of estimated material cost and asked what this includes. Kimber mentioned numerous items including leased equipment as well as equipment that comes in pieces that is constructed into equipment.

Commissioner Johnson also asked why 2.76% of the cost is the appropriate percentage. Kimber was unsure. Commissioner Johnson asked if the Chokecherry project was grandfathered and Kimber agreed this is under the old method of assistance. Any new applications will follow new methods and it may or may not hurt an entity, depending on the economy at the time a project may occur.

Mr. Nation asked if the committee has considered review of an applicant's equipment costs to ensure they are properly reported and is the initial cost or is there a review in case additional materials or equipment are utilized. Kimber said to her knowledge there is no review and the

project company has no need to misreport information as they are not paying the impact assistance, the state's general fund pays that.

Sid Fox, County Planning Director asked if there are no unmitigated impacts if there would be no impact assistance and the applicant would be required to quantify unmitigated impacts. The burden will be on the applicant to prove there are unmitigated impacts. Kimber stated the importance of reviewing the project and ensuring impacts are mitigated or unmitigated will be heavy and will be on the county or other entity.

Chairman Espy stated if there is a project company who does not thoroughly complete it's project information, it may place more of a burden on local jurisdictions. Mr. Fox added some information is very technical and may incur a cost to entities to try to prove impacts. Ms. Wichmann stated they are hoping that the project company is meeting with counties prior to any application being made so the impacts can be identified.

### **Commissioners**

Commissioner Glode asked about junk piling up at the Skyline Acres subdivision. Mr. Fox said his office is working on these issues.

### **RECESS**

Chairman Espy called a recess at 12:00 p.m. and reconvened at 1:30 p.m.

### **PLANNING & ZONING**

#### **Certifications**

Commissioner Johnson moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for C.U. Case File No. 2016-11, Kiana and Gregory Drake; Z.C. Case 2016-09, Gary and Carolyn Gerstner; and Z.C. Case File 2016-10 David and Nicole Jaramillo and schedule a public hearing for November 1, 2016 at 1:30 p.m. at the County Courthouse in Rawlins, Wyoming. Commissioner Chapman seconded and the motion carried unanimously.

Mr. Fox reported the City of Rawlins will likely annex a parcel on Harshman and Murray and asked the county if it had comments. Being the parcel was in the middle of Rawlins the county had no comments.

Mr. Fox reported at yesterday's Planning Commission Ryan Jacobsen of Power Company of WY provided their required annual update.

### **CLERK**

Clerk Bartlett asked the BOCC to approve COBRA rates for insurance for the upcoming plan year, October 1, 2016 through September 30, 2017.

Commissioner Chapman moved to set COBRA rates for October 1, 2016 through September 30, 2017 at \$1,144 single and \$2,877 family for Plan A and \$1,037 single and \$2,599 family for Plan B plus a 2% administrative fee. Commissioner Johnson seconded and the motion carried unanimously.

### **EXECUTIVE SESSION**

Commissioner Glode moved to go into executive session at 1:45 p.m. with County Clerk Gwynn Bartlett, Sheriff Jerry Colson and County Attorney Cal Rerucha to discuss personnel and potential litigation. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Johnson moved to come out of executive session at 2:03 p.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 2:04 p.m. Commissioner Jones seconded and the motion carried unanimously.

A regular meeting of this Board will be held November 1, 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](http://www.carbonwy.com) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.