

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, October 2, 2018
Carbon County Courthouse, Rawlins, WY**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, October 2, 2018 at the Carbon County Courthouse, Rawlins, WY. Attending the meeting were; Chairman John Johnson; Commissioners John Espy, Bob Davis, Leo Chapman and Sue Jones.

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

AGENDA APPROVAL

Chairman Johnson added the Federal Aviation Administration inspection approval for the Dixon Airport under the BOCC and approval to rehire a public health nurse under Public Health.

VOUCHERS

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| 307 PROFESSIONAL CLEAN LLC | CLEANING SERVICES | \$ 10,485.00 |
| ACME ELECTRIC COMPANY, LLC | ELECTRICAL INSTALLATION | \$ 2,423.53 |
| ALBRECHTSON, MARY KAY | CIRCUIT COURT BAILIFF | \$ 75.00 |
| ALLISON, SCOTT M | DOG SUPPLIES REIMBURSEMENTS | \$ 160.23 |
| ANTON COLLINS MITCHELL LLP | AUDIT | \$ 6,000.00 |
| APEX COMMUNICATIONS | MAINTENANCE AGREEMENT/CHARGER | \$ 4,591.45 |
| APG MEDIA OF THE ROCKIES | PUBLIC MEETING NOTICE | \$ 96.00 |
| AYALA, MEGAN | MEALS | \$ 136.03 |
| BANGS, DANIELLE | MILEAGE | \$ 18.00 |
| BARTLETT, GWYNN | MILEAGE | \$ 327.00 |
| BEST WESTERN COTTONTREE | MOTEL CHARGES | \$ 186.00 |
| BLACK HILLS ENERGY | GAS SERVICES | \$ 3,214.67 |
| BLAKEMAN PROPANE | PROPANE SERVICES | \$ 80.50 |
| BOMGAARS SUPPLY | DOG FOOD/TOOLS | \$ 79.95 |
| BUILD RITE LUMBER SUPPLY | PARTS/SUPPLIES | \$ 1,057.63 |
| BW CONSTRUCTION | LABOR/SACKCRETE | \$ 450.00 |
| CARBON COUNTY 4-H | LODGING | \$ 240.00 |
| CASPER WINNELSON CO | PLUMBING SUPPLIES | \$ 872.15 |
| CBM FOOD SERVICE | JAIL MEALS | \$ 7,171.44 |
| CHEMATOX LABORATORY, INC | LAB SERVICES | \$ 430.00 |
| COWBOY CHEMICAL | LAUNDRY SOAP | \$ 365.70 |
| CRAIG, CATHY | MEALS | \$ 47.36 |
| CULVER, VIRGILIA S. | LEGAL SERVICES | \$ 426.00 |

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| DAILY TIMES | NEWSPAPER RENEWAL | \$ 105.00 |
| DALLIN MOTORS INC | WHEEL | \$ 193.60 |
| DIXON, TOWN OF | WATER SERVICES | \$ 308.00 |
| DJ'S | GLASS REPAIRS | \$ 788.58 |
| DOMINION ENERGY | GAS SERVICES | \$ 34.41 |
| DOT FHWA | SOUTH ROAD CONTRACT WORK | \$ 215,826.20 |
| DUNNS CUSTOM MACHINING | WACO DOOR PRIZE | \$ 40.00 |
| ELK MOUNTAIN, TOWN OF | SENIOR CENTER RENT | \$ 1,500.00 |
| FLEMING, LINDA | MILEAGE | \$ 46.80 |
| FLEXSHARE BENEFITS | REIMBURSEMENTS | \$ 2,942.13 |
| FRITZ WELDING & MACHINE | CUTTING FEE | \$ 50.00 |
| GLAXOSMITHKLINEPHARMA | VACCINE | \$ 7,325.79 |
| GOLDEN, MARY | MEALS | \$ 118.52 |
| GRAINGER | PARTS | \$ 177.60 |
| GRAPHIC BUSINESS SOLUTIONS, LLC | STAMPS/ENVELOPES | \$ 371.93 |
| HAYS, PATRICIA | MILEAGE | \$ 46.20 |
| HERTER, JACQUES P. PHD | PSYCHOLOGICAL EVALUATION | \$ 1,200.00 |
| HIGH DESERT WELDING & MACHINE LLC | METAL WORK | \$ 16.67 |
| HIGH PLAINS POWER | ELECTRICAL SERVICES | \$ 413.59 |
| HUTCHINS, SARAH | FEMA TRAINING MILEAGE | \$ 150.00 |
| INTERSTATE ENERGY, INC. | FURNACE CLEANING | \$ 443.20 |
| J H KASPAR OIL COMPANY | FUEL | \$ 7,519.75 |
| JERRY'S DONUTS | DONUTS | \$ 32.97 |
| JOHNSTON, RANAE | MILEAGE | \$ 21.00 |
| KAHLOR, DANIEL | VEHICLE REPAIRS | \$ 3,737.67 |
| KENCO SECURITY AND TECHNOLOGY | SOFTWARE LICENSE | \$ 300.00 |
| KILBURN TIRE COMPANY | TIRES | \$ 2,939.60 |
| KIRSCH, ARCHIE P | COUNTY HEALTH OFFICER | \$ 1,300.00 |
| L N CURTIS & SONS | PARTS | \$ 2,808.14 |
| LARAMIE FIRE EXTINGUISHER | HOOD INSPECTIONS | \$ 231.00 |
| LONGBUILDINGTECHNOLOGIES | DESIGN/EQUIPMENT/INSTALLATION | \$ 14,257.00 |
| MABERRY, AGRIPPINA M. | INTERPRETER SERVICES | \$ 150.00 |
| MARTINEZ, JOHN | WITNESS FEE | \$ 30.00 |
| MHCC (HOSPITAL) | MEDICAL SERVICES | \$ 52,660.40 |
| MOBILE CONCRETE, INC | CONCRETE | \$ 260.00 |
| MOORE MEDICAL CORP. | HEALTH SUPPLIES | \$ 53.28 |
| MORRILL, MICHAEL | MILEAGE | \$ 46.20 |
| MY OFFICE ETC. | OFFICE SUPPLIES | \$ 141.73 |
| NATURESCAPES LLC | LANDSCAPING | \$ 14,949.00 |

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| NEWMAN TRAFFIC SIGNS | BAGGS COUNTY ROAD SIGNS | \$ 493.65 |
| NORCO, INC. | OXYGEN/TIPS | \$ 37.75 |
| OFFENDER WATCH | SEX OFFENDER NOTIFICATIONS | \$ 254.50 |
| PATTON, ROBERT L. | MILEAGE | \$ 72.00 |
| PERKINS OIL CO | FUEL | \$ 939.62 |
| PHILLIPS 66-CONOCO-76 | FUEL | \$ 51.00 |
| QUILL CORPORATION | SUPPLIES | \$ 227.23 |
| RASMUSSEN FURNITURE | VERTICAL BLINDS | \$ 3,275.00 |
| RAWLINS AUTOMOTIVE | PARTS | \$ 1,227.55 |
| RAWLINS EASTSIDE CARWASH | WASH CARDS | \$ 117.72 |
| RAWLINS, CITY OF | WATER SERVICES | \$ 5,798.70 |
| RIETVELD, TONI | MEALS | \$ 102.01 |
| RODABAUGH, SHERRY | CIRCUIT COURT BAILIFF | \$ 75.00 |
| SAGE CREEK EXCAVATING | ROCK | \$ 450.00 |
| SARATOGA AUTO PARTS, INC. | PARTS | \$ 1,067.79 |
| SARATOGA SUN | GENERAL ELECTION BALLOT AD | \$ 247.50 |
| SCHILLING & WINN PC | LEGAL SERVICES | \$ 1,707.20 |
| SECURITYTRANSPORTSERVICES | INMATE TRANSPORTATION | \$ 3,499.20 |
| SHAW, GAYLE | MILEAGE | \$ 45.60 |
| SHEPARD'S | FUEL | \$ 4,625.47 |
| SHIVELY HARDWARE | ORINGS | \$ 2.76 |
| SLOWANDSTEADY LAW OFFICE | LEGAL SERVICES | \$ 1,098.75 |
| SNAKE RIVER PRESS | NEWSPAPER ADS | \$ 168.00 |
| STAPLES ADVANTAGE | PAPER | \$ 239.90 |
| STEPHENSON, LEE ANN | SENIOR SVC MILEAGE | \$ 38.40 |
| STEVENSON, WAYNE | WITNESS FEE | \$ 15.00 |
| SWANSON SERVICES CORP | INMATE COMMISSARY | \$ 3,397.89 |
| TANDAN SANITATION SERVICES | TRASH SERVICES | \$ 80.00 |
| THE PRODUCT CENTER | SUPPLIES | \$ 443.27 |
| THOS. Y. PICKETT & CO., INC. | 2019 VALUATION CONTRACT | \$ 6,000.00 |
| T-O ENGINEERS | | \$ 6,340.38 |
| TRAPP, LARRY W | LODGING/MEAL/MILEAGE | \$ 715.36 |
| TREBRON COMPANY, INC | SOPHOS FINAL PAYMENT | \$ 1,799.00 |
| TRUE VALUE OF RAWLINS | PARTS/SUPPLIES | \$ 560.05 |
| TYLER TECHNOLOGIES, INC | ITAX/IREG PROJECT MANAGEMENT | \$ 595.00 |
| U S POSTMASTER-BAGGS | PO BOX RENT | \$ 50.00 |
| UPLIFT COUNSELING | STRESS DEBRIEFING | \$ 262.50 |
| US BANK | VARIOUS CHARGES | \$ 46.38 |
| VALLEY OIL COMPANY | FUEL | \$ 480.96 |
| VARIOUS JURORS | JURY DUTY | \$ 4,557.00 |
| VOIANCE LANGUAGE SERVICES | TRANSLATION SERVICES | \$ 2.25 |

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| VOLUNTEER FIREMEN PENSION | VOL FIRE RETIREMENT | \$ 1,320.00 |
| WACERS | MEMBERSHIP DUES | \$ 25.00 |
| WY BEHAVIORAL INSTITUTE | MEDICAL SERVICES | \$ 1,749.31 |
| WYCOUNTYTREASURER'SASSOC | ASSOCIATION DINNER | \$ 25.00 |
| WY DEPT OF TRANSPORTATION | ROAD CONSTRUCTION | \$ 417.07 |
| WY MACHINERY COMPANY | EQUIPMENT REPAIRS/PARTS | \$ 21,414.48 |
| WY RENTS, LLC | EQUIPMENT RENTAL | \$ 470.00 |
| WY STATE FORESTRY | PARTS | \$ 781.16 |
| WYOPASS | FOX/HUTCHINS REGISTRATION | \$ 300.00 |
| YOCUM, LEO | MILEAGE | \$ 48.60 |
| ZIRMED, INC | PROFESSIONAL CLAIMS | \$ 15.75 |
| GRAND TOTAL | | \$ 450,243.31 |

Commissioner Chapman moved to approve the expenditures in the amount of \$450,243.311. Commissioner Espy seconded and the motion carried unanimously.

CONSENT AGENDA

Commissioner Chapman moved to approve the consent agenda noting any item could be removed for further discussion. The consent agenda includes the September 18th, 2018 regular meeting minutes; a bond for Cynthia J. Culver, Trustee of the Medicine Bow Rural Health Care District in the amount of \$5,000; September 2018 monthly receipts for the Carbon County Road & Bridge Department in the amount of \$1,009.55; and September 2018 monthly receipts for the Carbon County Planning & Development Department in the amount of \$6,660.00. Commissioner Espy seconded and the motion carried unanimously.

Public Health

Amanda Brown, Public Health Nurse requested and received authorization to replace a state nurse that resigned. The county is committed to 35% of the salary; therefore, she needed the authorization. Ms. Brown provided an update of services her office has and will provide. Her office will put on a Halloween game night for youth using grant funds. She also reported several squirrels in the county have died from tularemia.

Sheriff

County Sheriff, Archie Roybal requested and received authorization to fill two vacant dispatcher positions. The Sheriff reported his staff has assisted with the Ryan Fire evacuations, conducted a highway cleanup, provided training, and that the new K9 unit is in service.

Buildings & Grounds

Jim Piche, Buildings and Grounds Manager reported that the Jeffrey Center and the Hanna Senior Center have hail damage from the May 2018 storm and he asked if the BOCC would like to submit

a claim to insurance for the damage. They reviewed all roofs and these are the only two that need replacement. The BOCC does want to submit a claim for these roofs.

Clerk Bartlett asked if the BOCC would like to follow the procurement process and formally bid these roofs. Commissioner Espy stated he would like to see the Jeffrey Center roof bid as it is so large and costly. Mr. Piche thought this roof will likely require temporary repair and then a reroof in the spring.

Commissioner Espy moved to waive the procurement policy to replace the Hanna Senior Center roof due to time constraints with the construction season ending and proceed with an insurance claim on this roof and the Jeffrey Center roof noting that the Jeffrey Center roof would be bid at a later date. Commissioner Chapman seconded and the notion carried unanimously.

Mr. Piche reported that the second boiler in the County Jail has a ruptured heat exchanger. The boiler system has two units. The last one was replaced a year ago and this one is from original construction 15 years ago. He stated he has this in his major maintenance budget. The replacement unit can be changed out in-house and the estimated replacement cost is \$11,800.00 or could be rebuilt for over \$6,000.00; however, it is approximately 15 years old. The BOCC opted for Mr. Piche to purchase a new boiler.

Jim stated the Carbon County Youth Crisis Center Project is coming along well and should reach substantial completion by the end of next week. Fire system certification is scheduled for Wednesday, October 3, and he is hopeful that final inspection can happen the same day.

Road & Bridge

Road and Bridge Superintendent, Bill Nation reported all paving was completed last week on the Sage Creek road. Cleanup, seal coat and striping will be completed soon. He said that the road was federally designed and engineered with complete support and review from the county through Mr. Nation. This was designed as a 35 mile per hour road during construction with 45 thereafter. The final design speed is 55 MPH throughout the project with variances on curves and dips. Passing lanes will be designated by striping, not signage. Mr. Nation would like to work with Attorney Davis and the Central Federal Highway's Division regarding ownership of this road.

At a meeting last week, a \$150,000 Congestion Mitigation Air Quality (CMAQ) grant was fully funded for the Dad/Wamsutter road. Mr. Nation requested consideration to declare 71 Construction the sole source for fog seal in the amount of \$37,452.80 for County Road 203, the Brush Creek Ranch road, weather permitting. According to Mr. Nation, there would be a significant maintenance savings by applying the product. He added that if the WY Highway Department plans a chip seal anywhere near this road he would try to work with them on chip sealing CR203 at the same time.

Commissioner Jones moved to waive the procurement policy due to a sole source contractor and enter into contract with 71 Construction to apply fog seal to the Brush Creek Ranch road, County Road 203 in the amount of \$37,452.80. Commissioner Chapman seconded and the motion carried unanimously.

Mowing on the Seminoe Road has been suspended due to fire danger; however, mowing along county roads continues in other areas.

Carbon County Visitors Council

Leslie Jefferson, Executive Director for the Carbon County Visitors Council (CCVC) presented the CCVC Fiscal Year-End 2018 Annual Report. Jefferson reported on various events and organizations that are supported by the CCVC stating that the 2% Lodging Tax provides a significant amount of the funding for the support of these events and organizational grants that provide advertising dollars designed to generate travel and tourism across Carbon County. Last year, CVCC awarded \$151,000 in event marketing and sponsorship grants.

Jefferson mentioned that the 2% Lodging Tax is up for renewal on the November General Election Ballot. She is looking for support of the 2% Lodging Tax that isn't normally paid by Carbon County residents. The Lodging Tax is paid on overnight stays at hotels/motels, campgrounds, bed & breakfasts and other lodging establishments.

Great Divide Economic Development Coalition

Cindy Wallace and Sid Fox presented the Comprehensive Economic Development Strategy for the Great Divide Economic Development Coalition, consisting of Carbon and Sweetwater Counties. The strategy should be updated every five years. The pair requested \$1,500 from the county for the update noting the City of Rawlins will be approached for the same amount tonight. Commissioner Jones thought other municipalities should contribute as well and asked them to request funding back from the municipalities. Ms. Wallace agreed to send the clerk an invoice.

Planning & Development

Sid Fox and Sarah Hutchins discussed the location of a snow fence at Skyline Acres.

Commissioner moved to approve the location of the snow fence at Skyline Acres as presented on a map by Sid Fox contingent up on review by Road & Bridge Superintendent, Bill Nation. Commissioner Espy seconded and the notion carried unanimously.

Mr. Fox reported flood risk map updates continue and Ms. Hutchins added they have released an updated flood insurance rate map. Some areas of the county will likely have an increased flood risk where others will likely be reduced risk from past maps.

The planning commission received an update from Power Company of WY at yesterday's meeting in addition the group spent time reviewing the Zoning Resolution and he asked for a joint work session with the two boards in the future.

Extension

Abby Perry, Cooperative Extension's County Coordinator reported that there were two resignations in the office recently. The administrative assistant left mid-August and they will audit the position through the University of WY. The 4-H Educator also resigned and they will be rehiring both positions. Commissioner Chapman volunteered to serve on an interview committee.

EMERGENCY DETENTIONS

Glenn Biggs, Mental Health Examiner and Ralph Parker from Memorial Hospital of Carbon County (MHCC) discussed the emergency detention plan. Mr. Biggs presented alternatives to the hospital's plan in the September 4th BOCC meeting. The first alternative, where the emergency room physician transfers the patient to WBI in Casper. In addition, the Natrona County Attorney must be paid by the county to cover the court services there. Another alternative would be that the Sheriff could transport, noting that this does not work well and this would require additional deputies and create additional issues. The next alternative would be to appoint the Counseling Center as the mental health professional when Glenn is not available. The third option would be to hire a part-time mental health examiner employed by the county to cover for Mr. Biggs when he is absent. Finally, the county could do nothing and continue as-is.

Attorney Davis discussed additional considerations on the matter. Transportation to WBI in Casper is an issue. It can be very costly and cause a staffing issue for the Sheriff. There are major legal related costs to have the Natrona County Attorney handle our cases. It could potentially be handled via video from Carbon County's Court and WBI. In addition, WBI's daily rate is over \$700 per day, assuming they aren't full and could even handle the patient. She stated Glenn's job is to provide mental health services for both the detention center and the hospital. There have been some staffing changes with emergency room doctors causing changes in the comfort level for evaluations as the service must be handled within the first 24 hours. Typically, this assessment creates a court hearing within 72 hours unless the individual is deemed to be stable enough to be released or transferred elsewhere. Carbon County Counseling is currently providing other needed counseling services and this could create a conflict as they could potentially be referring patients for after care services. This leaves the recommendation of hiring an additional part-time position or independent third party.

Mr. Biggs has several individuals in mind for the position and he would think the position would be part-time, hourly paid and on-call when he is out of town. In addition, there would be training time. Attorney Davis suggested this be a contract individual rather than an hourly individual. Glenn and Ashley will work on a fee schedule for such a position for the next meeting and the BOCC asked the pair to iron out the details.

MEMORIAL HOSPITAL OF CARBON COUNTY

Dana Barnett, Chief Executive Officer for Memorial Hospital of Carbon County (MHCC) and Ralph Parker also of MHCC provided a report of operations and a financial report for the month ending August 2018.

The BOCC approved use of the hospital's mill levy fund for the nurse call system. Mr. Barnett stated the hospital board has approved \$54,000 to improve their air handling system that will hopefully help with the temperature issues at the facility. Construction at the new clinic on Buffalo Street should begin in November. They are using a construction manager at risk (CMAR).

Clerk

County Clerk, Gwynn Bartlett presented an estimated cost comparison for the current SimplyWell wellness plan for county employees in the amount of approximately \$7,970 with a proposed wellness plan through WY Health Fairs in the amount of approximately \$5,840. The estimation were based on 2017-2018 data and may be slightly different for the coming year. Clerk Bartlett recommended the WY Health Fair wellness plan stating that it may better accommodate county employees.

Commissioner Espy moved to use WY Health Fairs wellness plan. Commissioner Chapman seconded and the motion carried unanimously.

Clerk Bartlett presented the Blue Cross Blue Shield of Wyoming Health Plan Cobra Rates for approval.

Commissioner Jones moved to set COBRA rates at \$1,231 single and \$3,066 family for Plan A and \$1,145 single and \$2,842 family for Plan B for the next plan year. Commissioner Espy seconded and the motion carried unanimously.

Commissioners

Commissioner Jones overviewed the summer's safety report from the Dixon Airport.

Commissioner Jones moved to sign the Dixon Airport Inspection Agreement. Commissioner Chapman seconded and the motion carried unanimously.

Clerk Bartlett reported that she received an invoice in the amount of \$20,085.00 from the City of Rawlins for work recently completed on the Hugus Ferguson Building for the façade project. Mr. Piche and the Museum Director, Steve Dinero recently discussed the matter with the board stating that the work was somehow authorized before their involvement and that the county, Museum Board or Museum Foundation may need to pay for this.

Commissioner Jones requested that the Museum Director, Foundation Board Chair and Museum Board Chair report to the BOCC on fundraising efforts at a future meeting.

Clerk Bartlett reported that there is a new audit requirement where the county must report its liability for post-employment benefits. Because the county offers retiree insurance it must hire an actuarial to calculate this liability costing \$3,600.00 this year.

Commissioner Davis reported he will attend the Industrial Siting Council prehearing on Gateway West at the Jeffrey Center in Rawlins tomorrow at 1:30 p.m.

Commissioner Espy reported that he serves on a committee that will request a socio economic study for each county in WY.

Commissioner Chapman reported he attended last night's Economic Development Corporation meeting where it was discussed that Senator Case will likely try to tax wind production once again.

Commissioner Jones stated the county will have to prepare a request for qualifications for an engineering firm for the Dixon Airport. She also provided an update on 5th Penny tax that will be on the General Election ballot.

Chairman Johnson reported WCCA will attempt to revamp board training.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 11:59 a.m. with Gwynn Bartlett, Ashley Mayfield Davis, and Tom Thompson to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Davis seconded and the motion carried unanimously.

Tom Thompson left the session at 12:20 p.m.

Commissioner Espy moved to come out of executive session at 12:48 p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Chapman seconded and the motion carried unanimously.

Purchase Offer

Commissioner Espy moved to authorize the Chairman to sign a purchase offer. Commissioner seconded and the motion carried unanimously.

The BOCC walked through the Carbon County Youth Crisis Center Addition.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 12:48 p.m. Commissioner Chapman seconded and the motion carried unanimously.

A regular meeting of this Board will be held October 16, 2018 at 3:00 p.m. at the Sinclair Town Hall, Sinclair, 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.

