

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, August 20, 2019  
Platte Valley Community Center, Saratoga, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, August 20, 2019 at 2:00 p.m. at the Platte Valley Community Center, Saratoga, WY. Attending the meeting were; Chairman, John Johnson, Vice Chairman, Sue Jones, John Espy, Travis Moore, and Byron Barkhurst.

Chairman Johnson called the meeting to order at 2:00 p.m.

**ADDITIONS/CORRECTIONS**

There were no changes or additions to the agenda.

**VOUCHERS**

Commissioner Espy moved to approve the payroll costs of \$868,858.78 and benefit costs in the amount of \$113,032.50 and the main amount of bills in the amount of \$196,669.00. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Espy moved to approve a bill to Byron Barkhurst for \$652.50 for an aggregate total today of \$1,179,212.78. Commissioner Moore seconded and the motion carried with all voting for except Commissioner Barkhurst who abstained due to conflict.

ACME ELECTRIC COMPANY, LLC	ELECTRICAL SERVICES	\$2,077.50
ALSCO, AMERICAN LINEN DIVISION	MISC SHOP SUPPLIES	\$53.44
APEX COMMUNICATIONS	NEW TRUCKS MISC WORK	\$19,311.07
APG MEDIA OF THE ROCKIES	NOTICE OF PUBLIC SALE	\$3,474.00
AXIS FORENSIC TOXICOLOGY, INC.	LAB FEES	\$460.00
BAGGS, TOWN OF	WATER SERVICES	\$183.70
BALESTRIERI, MICHELLE	MILEAGE/MISC REIMBURSEMENT	\$242.65
BARKHURST, BYRON	REPAIR HEATERS	\$652.50
BEST WESTERN COTTONTREE	HOTEL FOR WITNESS CR-17-0340	\$188.00
BI INC.	ELECTRIC MONITORING SERVICES	\$611.00
BLAKEMAN PROPANE	HEATING FUEL	\$1,039.10
BOB BARKER COMPANY, INC.	JAIL SUPPLIES	\$317.96
BOMGAARS SUPPLY	MISC SUPPLIES	\$546.57
BOWLUS, JACQUELINE	MEAL REIMBURSEMENT	\$82.38
BRIDGER FABRICATION	MODIFY CAGE TO FIT NEW RADIO TECH	\$160.00

BUILD RITE LUMBER COMPANIES	MISC SUPPLIES	\$511.73
BULBS.COM	LIGHT BULBS	\$59.71
CARBON COPY	DECALS FOR RYAN PARK FIRE	\$55.00
CARBON POWER & LIGHT INC	ELECTRIC SERVICES	\$2,193.54
CARERIGHT TECHNOLOGIES, LLC	MONTHLY RECURRING BED FEE	\$151.80
CARROT-TOP INDUSTRIES, INC	FLAGS	\$603.61
CASPER WINNELSON CO	MISC SUPPLIES	\$6,261.97
CIVIL AIR PATROL MAGAZINE	MAGAZINE SUBSCRIPTION	\$195.00
CNA SURETY	MISC NOTARY BOND	\$200.00
COWBOY SUPPLY HOUSE	MISC SUPPLIES	\$1,484.10
DAILY TIMES	NEWSPAPER SUBSCRIPTIONS	\$281.88
DEPARTMENT OF HEALTH	RENTAL VEHICLE	\$124.80
DIRTY BOYZ SANITATION, INC	TRASH SERVICES	\$50.00
EMBLEM ENTERPRISES, INC.	EMBLEMS	\$56.47
ENCARTELE	MISC JAIL SUPPLIES	\$6,000.00
E-Z LIFT GARAGE DOORS	SPECIAL PROJECTS CONSTRUCTION CORONER BLDG	\$3,469.00
FBI-LEEDA	B.LALLY SCHOOLING	\$695.00
FRANCE, TARA	TRANSCRIPTION SERVICES	\$1,335.25
FRITZ WELDING & MACHINE, INC.	MISC WELDING SERVICES	\$276.69
FRONT RANGE FIRE APPARATUS	RELIEF VSLVE	\$111.86
GALLS/QUARTERMASTER	UNIFORMS	\$232.10
GCR ELECTRONICS, LLC	SITE RENTAL	\$2,000.00
GLOBAL EQUIPMENT COMPANY	BATTERIES	\$36.38
GRAINGER	MISC PARTS	\$577.55
GRAPHIC BUSINESS SOLUTIONS, LLC	ENVELOPES	\$1,313.00
GREATER WY BIG BROS/SISTERS	MISSSED AMOUNT ON PREVIOUS INVOICE	\$0.60
HANNA, TOWN OF	WATER SERVICES	\$266.94
IML SECURITY SUPPLY	KEY PAD ENTRY	\$244.80
J H KASPAR OIL COMPANY	FUEL	\$16,878.45
JOHNSTON, RANAE	MILEAGE	\$20.50
KARI, DALE	MILEAGE	\$78.00
KILBURN TIRE COMPANY	MISC VEHICLE SERVICE	\$3,516.04
KING SOOPERS CUSTOMER CHARGES	JAIL SUPPLIES	\$2.89
KTGA/KBDY	NONBROADCAST CHARGE	\$150.00
LEXISNEXIS MATTHEW BENDER INC	WY STATUTES BOOKS	\$1,989.69
MCKESSON MEDICAL-SURGICAL	JAIL MEDICATIONS	\$115.74
MEDICINE BOW, TOWN OF	MISC FIRE ASSISTANCE	\$749.50
MERCEDES TRANSCRIPTION, INC	TRANSCRIPTION SERVICES	\$65.34
MERSEAL LAW, LLC	LEGAL SERVICES	\$5,040.00
MHL SYSTEMS	CARBIDE TEETH FOR BLADES	\$2,630.00
MICHAELS FENCE	FENCING	\$95.49
MOTOROLA	SHERIFF DEPUTY SCHOOLING	\$975.00

MOUNTAIN WEST MOTORS	RADIATOR HOSE/COOLANT	\$569.59
MPM CORP / EVERGREEN DISPOSAL	TRASH SERVICES	\$130.00
MY OFFICE ETC.	TAPE/LABELS	\$53.29
NEUTRON INDUSTRIES	CLOTHESLINE FRESH SPRAY	\$178.33
NMS LABS	LAB FEES	\$140.00
NORCO, INC.	OXYGEN SUPPLIES	\$1,027.86
OFFENDER WATCH	SEX OFFENDER NOTIFICATIONS	\$191.40
O'REILLY AUTO PARTS	MISC SUPPLIES	\$58.94
PATTON, ROBERT L.	MILEAGE	\$76.80
PERKINS OIL CO	FUEL	\$256.55
PERUE PRINTING	ENVELOPES	\$154.00
PHILLIPS 66-CONOCO-76	FUEL	\$51.12
PMCH	AUDITORS	\$45,239.62
PRIORITY DISPATCH	TRAINGING/CERTIFICATION R.MUSSER	\$365.00
QUILL CORPORATION	MISC OFFICE SUPPLIES	\$279.34
RAWLINS AUTOMOTIVE	MISC PARTS	\$2,380.15
RAWLINS GLASS CENTER, INC.	WINDSHIELD	\$275.60
RAWLINS, CITY OF	WATER SERVICES	\$4,567.10
SARATOGA AUTO PARTS, INC.	MISC PARTS	\$712.44
SARATOGA FEED & GRAIN	13MWZKL	\$64.76
SARATOGA SUN	JULY 4TH CLOSURE	\$544.00
SARATOGA, TOWN OF	WATER SERVICES	\$148.50
SECURITY TRANSPORT SERVICES, INC.	INMATE TRANSPORT	\$2,888.65
SHEPARD'S	FUEL	\$3,037.53
SHIVELY HARDWARE	MISC SUPPLIES	\$120.87
SLOW AND STEADY LAW OFFICE, PLLC	LEGAL SERVICES	\$2,840.50
SNAKE RIVER PRESS	DIXON AIRPORT AD	\$72.00
STAPLES ADVANTAGE	MISC OFFICE SUPPLIES	\$464.70
STEPHENSON, LEE ANN	MILEAGE	\$30.60
SUMMIT FOOD SERVICE	JAIL MEALS	\$6,927.09
SWANSON SERVICES CORPORATION	JAIL COMMISSARY SUPPLIES	\$2,564.22
SWEETWATER COUNTY SHERIFF'S OFFICE	INMATE HOUSING	\$3,705.00
TANDAN SANITATION SERVICES	TRASH SERVICES	\$80.00
TEAM LAB	ROAD PATCH COUNTY ROAD 291	\$4,237.50
THOMSON REUTERS-WEST PAYMENT		
CNTR	WEST INFORMATION CHARGES	\$771.02
TIN BOY GARAGE	TIRE REPAIRS	\$656.00
TRADING POST	FUEL	\$279.79
TREVATHAN, SABRINA RMR	TRANSCRIPTION SERVICES	\$1,782.40
TRUE VALUE OF RAWLINS	MISC PARTS	\$619.20
ULINE	EXAM GLOVES	\$269.72
VALLEY OIL COMPANY	FUEL	\$510.14
VOIANCE LANGUAGE SERVICES LLC	TRANSLATION SERVICES	\$33.75

WACO	WACO CONFERENCE REGISTRATION	\$500.00
WESTERN STATES FIRE PROTECTION CO	ANNUAL FIRE SPRINKLER AND ALARM INSPECTION	\$210.00
WEX BANK	FUEL	\$916.48
WILLOW CREEK VENTURES LP	UNIFORMS	\$207.50
WILSON, MARGARET	PATCHES	\$76.00
WISE SAFETY & ENVIRONMENTAL	MISC PARTS	\$354.48
WLC ENGINEERING	PROJECT 16742 CORONERS BLDG	\$9,378.43
WRECK-A-MEND	WINDSHIELD FOR EM	\$344.40
WY DEPT OF WORKFORCE SVCS	HAMMACK UNEMPLOYMENT	\$4,004.00
WY MACHINERY COMPANY	MISC PARTS/CREDITS	\$29.58
WY PUBLIC HEALTH LABORATORY	LAB FEES	\$389.00
WY RENTS, LLC	MACHINE RENTALS	\$153.50
WY STATE FORESTRY	MRE 12PK	\$473.97
WY STATE LANDS & INVESTMENTS	ANNUAL ROYALTY INVOICE	\$40.00
WYOPASS	2019 FALL CONFERENCE	\$350.00
YOCUM, LEO	MILEAGE	\$43.80

## **CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the August 6, 2019 regular meeting minutes; monthly receipts for Clerk of District Court in the amount of \$2,515.00 and bonds for Lindsey West, Carbon County Deputy Treasurer for \$10,000.00 and Cheryl Jordan, Municipal Recreation Director for the Town of Sinclair for \$5,000.00. Commissioner Moore seconded and the motion carried unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

### **Public Health**

Emily Kaluzny, Public Health Response Coordinator reported that she is working on bug spray and sunscreen test sites throughout the county where the items will be in a box at strategic locations and individuals can use them and leave them in the box. She has partnered the WY Cancer Resource (WCR) to fund the project. The WCR is also looking at installing automatic sunscreen dispensers in the county as well. She will also be working on a full scale mass vaccination exercise for 2020 where each county will receive, inventory and dispense enough vaccine to cover their population.

### **Planning & Zoning**

Planning Director, Sid Fox discussed Draft Memorandum of Understanding with the Town of Riverside for Planning, Zoning and Development Review Surrounding the Corporate Limits for discussion. He will present the final agreement after further negotiations with the town. There will be instances where Encampment and Riverside will both get notice under these agreements as they share municipal boundaries.

## **Road & Bridge**

Kandis Fritz, R&B Office Manager presented gravel hauling prices for County Road 291 noting the county would spread the gravel. She received one quote over the phone and the BOCC asked Ms. Fritz to formally bid the project due to the cost.

Ms. Fritz also presented a quote for County Road 190 for 7500 tons of Grade L gravel totaling \$112,875.00. There was discussion about whether or not to proceed with this work and ultimately decided not to proceed at this time due to budgetary constraints.

Hired crews finished mag chloride application on 40 miles of county roads. Reclamation on County Road 121 will be completed by Oftedal Construction and the county will seed. Ms. Fritz asked if they could work with the Building Department to obtain the skid steer to mow and Mr. Piche said it could be picked up anytime. Crews will be installing homemade snow fence on County Road 291 and she noted that the BLM does not require a permit and Arch Mineral is in favor of the project. She will attend a WY Department of Transportation meeting in Casper to allow the department to continue to apply for their grants.

Ms. Fritz proposed hiring a working superintendent position and instead hire 1-2 operators in the Rawlins area. She feels like north operator and a south operator could cover the areas and she would continue to provide administrative work. The office also needs a mechanic however it could potentially wait until the next year. She also discussed the idea of creating Road & Bridge districts and assigning roads to districts then prioritizing work within each district then comparatively throughout the county by district. Ms. Fritz discussed her plan for how hiring, discipline, terminations, and other personnel matters in addition to work produce and road complaints would be handled.

Chairman Johnson stated that for an interim period Ms. Fritz would be appointed to handle R&B matters and therefore in charge. Attorney Davis suggested this would be clarified in an offer of employment letter.

The Road & Bridge staff encouraged the BOCC to consider hiring more employees so they can be more proactive than reactive.

Ms. Fritz presented a project priority list and Chairman Johnson stated he would like to see public involvement on the priorities for each area. Chairman Johnson also discussed school bus routes and the fact that numerous school children are transported by private vehicle and those roads should be considered as well.

The BOCC discussed the proposal and Commissioner Barkhurst stated he would like to take the county's time and hire the right individual. He suggested the county form an advisory group to review applications. Chairman Johnson concurred however he requested a timeline for the process be developed to keep the process moving. Commissioner Jones declined to comment on the plan. Commissioner Espy stated it would be a good starting point for operations in the interim.

Clerk Bartlett clarified that she and Attorney Davis should continue with review of the job description if one individual would be hired and the BOCC agreed this should continue. In the meantime, Attorney Davis thought it would be great to have R&B employees involved however she thought the BOCC should proceed with caution to have too much public involvement due to the limitations and liability of a formal hiring process. Commissioner Barkhurst asked that the timeline for the interim be until the right individual is hired and to begin advertising as soon as a job description is finalized.

Commissioner Jones currently serves as an R&B liaison however with her brother now working in the department the appearance of conflict has made her decide to resign from the liaison. She will also not participate in the process to hire a new superintendent. The BOCC discussed the appointment of a second liaison for the R&B Department and Commissioners Barkhurst and Espy volunteered. Commissioner Jones thought there could be more than two. Chairman Johnson is currently a liaison as well. Attorney Davis stated that if there were three the BOCC will have to be very careful about not making discussions through those liaisons. She also suggested it be very clear for Kandis in the interim on who her contact would be. The BOCC determined there would be three, Chairman Johnson as the main contact along with Commissioners Espy and Barkhurst.

Commissioner Moore offered to work with the County Attorney to come up with a workable model to have public involvement in the R&B Department.

Craig Kopasz of Engineering Associates reported that the costs for the proposed R&B and Sheriff Complex in Medicine Bow were well over the county's budget. Since the last meeting he spoke with bidders and none of them could get the project down to budget without major changes in the scope which would require a rebid. He offered three options to move forward including removing the living quarters from the shop as this escalated the cost substantially. This would split the buildings with the shop in one location under 5,000 square feet to remove the sprinkler requirements then have a separate Sheriff's Office and living quarters. He stated that the Sheriff told him he needs a private office and small living quarters such as a studio apartment. A 50'x100' shop with a separate living quarters/office of 25' width could both fit on the lot with proper setbacks. This option would have to be redesigned and rebid.

Chairman Johnson stated his displeasure for where the process has led the county noting that typically the engineer's estimate and bids come close and these were approximately \$800,000 apart. Mr. Kopasz suggested it would cost approximately \$75,000 to start the process over for redesign.

Commissioner Jones suggested that the Medicine Bow situation has changed with a new part-time employee in the Hanna area paid for by impact assistance funds therefore she doesn't see a need for R&B employee housing. She feels the Sheriff only needs a place for temporary employee housing.

Attorney Davis stated that the industrial siting council was told the county would provide housing along with the shop and she suggested the scope still include housing. She also

suggested that the separation may not be a bad thing. Mr. Fox suggested that the housing be located off the county's shop lot and not mix uses.

Commissioner Jones moved to reject all Road & Bridge Medicine Bow Complex Building bids. Commissioner Espy seconded and the motion carried unanimously.

Commissioner Jones suggested that Mr. Kopasz return with recommendations, cost estimates and a timeline at the September 3 meeting. Mr. Piche stated that there is opportunity for the county to obtain an adjacent piece of project. Chairman Johnson stated he would like the matter on the agenda for September 3.

Craig presented a timeline beginning with his initial discussion with Bill Nation about the concept November 2018.

### **Attorney**

County Attorney, Ashley Davis presented the Fiscal Year 2020 Contract for Services to Victims of Crime Between The State of Wyoming, Office of the Attorney General, Division of Victim Services and Carbon County Sheriff's Office Victim Witness Program in the amount of \$66,487.00 for a period of July 1, 2019 to June 30, 2020 for approval. The purpose of the contract is to provide funds to Wyoming Victims.

Commissioner Jones moved to authorize the Chairman's signature on the Fiscal Year 2020 Contract for Services to Victims of Crime Between The State of Wyoming, Office of the Attorney General, Division of Victim Services and Carbon County Sheriff's Office Victim Witness Program in the amount of \$66,487.00 for a period of July 1, 2019 to June 30, 2020. Commissioner Barkhurst seconded and the motion passed unanimously.

Ms. Davis discussed two public health contracts for the vehicle lease and nurse practitioner services. Both are pending and will be presented at a future meeting.

Ashley reported the Medicine Bow Rural Healthcare District through Sandy Leavengood contacted her yesterday asking that they be allowed to own the building they currently occupy. She indicated that if the BOCC thought it was in the best interest of the county it could transfer to the District without a bidding process. Commissioner Espy suggested a revisionary clause or first right of refusal and Commissioner Jones disagreed that they should own it and do with it as they wish. Attorney Davis asked for time to investigate the matter and present documents at a future meeting.

### **Clerk**

County Clerk, Gwynn Bartlett presented NOVO Benefits Renewal Schedule of Services and Fees effective October 1, 2019 in the amount of \$3,333.33 per month for approval.

Commissioner Espy moved to authorize the Chairman's signature on the NOVO Benefits Renewal Schedule of Services and Fees effective October 1, 2019 in the amount of \$3,333.33 per month. Commissioner Moore seconded and the motion passed unanimously.

Clerk Bartlett presented quotes for a half truckload of copy paper and a half truckload of toilet tissue. Quotes for copy paper were from Simple Distributors for \$15,800.00 with shipping included, Office Depot for \$17,299.90 shipping included and Quill for \$17,369.00 shipping included. Quotes for half truckload of toilet tissue were received from Simple Distributors for \$10,790.00 shipping included, Clean It Supply for \$12,717.17 shipping included and Cowboy Supply for \$15,161.25 shipping included. Mr. Piche reported that he only has approximately half of this budgeted but it will save approximately \$5,000 in two years.

Commissioner Espy moved to authorize the purchase of a half truckload of letter copy paper from Simple Distributors in the amount of \$15,800.00 with shipping included and one half truck load of toilet tissue from Simple Distributors in the amount of \$10,790.00 with shipping included. Commissioner Moore seconded and the motion passed unanimously.

Clerk Bartlett discussed the appointment of Patty Bentsen to the Specific Purpose Tax Joint Powers Board from the last meeting and recommended changing the appointment to Lindsey West due to the fact that the duration of the appointment will likely be for ten or more years.

Commissioner Barkhurst moved to appoint Lindsey West to the Specific Purpose Tax Joint Powers Board with Clerk Bartlett as the alternate. Commissioner Espy seconded and the motion passed unanimously.

Clerk Bartlett presented the Grant Agreement Between the State of Wyoming, Office of State Lands and Investments – Forestry Division and Carbon County for approval.

Commissioner Jones moved to authorize the Chairman's signature on the Grant Agreement Between the State of Wyoming, Office of State Lands and Investments – Forestry Division and Carbon County in the amount of \$5,000.00. Commissioner Barkhurst seconded and the motion passed unanimously.

Gwynn reported she was contacted by a citizen interested in purchasing a residential lot the county owns in Elmo. The county received this from a tax sale in the 90's and Gwynn can't find any reason why the county acquired it or needs it now. She checked with Mr. Piche who agrees the county has no use for it at this time and suggested bidding this out with a minimum bid. She offered to work with Commissioner Barkhurst to set a minimum bid.

### **Commissioners**

Commissioner Moore moved to ratify the Chairman's signature on the Dixon Airport Application for Federal Assistance – FY 2019 Airport Improvement Program Project No. 3-56-0038-018-2019 for the Runway Repair Grant Application including a \$33,333 match from the county. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Jones moved to authorize the Chairman's signature on the DBT Transportation Services Automated Weather Observation System and National Airspace Data Interchange Network Contract in the annual amount of \$6,669.75. Commissioner Moore seconded and the motion passed unanimously.

### **Citizen / Commissioners Discussion**

Richard Hodges discussed the considerable discussion in the Saratoga area about healthcare. He stated the Memorial Hospital of Carbon County is trying to provide healthcare in the valley at no cost to Saratoga and another entity is also trying to provide healthcare at a substantial cost to Saratoga. He stated that if the hospital is so flush, he asked them why they haven't paid back the county the \$1.2 million the county provided them to keep the doors open years ago. According to Mr. Hodges the reply was that the county hadn't asked. He suggested the county now ask for the money back.

Sally Patton, the prevention coordinator for a county sponsored grant, stated she would be providing the county with a strategic plan.

Commissioner Jones reported she met with partners for the Dixon Airport to revise the county's WY Aviation Capital Improvement Plan (WACIP). Included are the master plan and runway repair already under way.

Commissioner Espy reported that he recently attended the migration corridor task force. In addition the Western Governors Association would like to meet with WY counties for a platform regarding socioeconomic data, specifically for federal land management processes. He will be participating in the process.

Chairman Johnson reported that the recent impact assistance joint meeting for the Two Rivers and Lucky Star Wind projects was completed and the total requests will be less than half of the available funds.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session with Ashley Davis, Sidney Fox and Clerk Bartlett to discuss personnel, potential litigation and other matters considered confidential by law at 4:22 p.m. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Espy moved to come out of executive session at 4:50 p.m. noting no action was taken and the minutes be signed and sealed as written. Commissioner Moore seconded and the motion carried unanimously.

### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 4:50 p.m. Commissioner Moore seconded and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, September 17, 2019 at 2:00 p.m. at the Baggs Higher Education Center, Baggs, 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.