

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, May 19, 2020  
Carbon County Courthouse, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, May 19, 2020 at 9:00 a.m. at the Carbon County Courthouse, Rawlins, 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 9:00 a.m.

**ADDITIONS / CORRECTIONS**

There were no additions or corrections to the agenda.

**VOUCHERS**

Commissioner Espy moved to approve payment to Sunrise Sanitation for \$68.00. Commissioner Moore seconded and the motion carried with all voting for the motion except Commissioner Jones who abstained due to personal conflicts.

Commissioner Espy moved to approve April 2020 payroll and benefit expenses of \$845,110.15 and insurance claim and premium expenses of \$132,618.23 and the main amount of bills totaling \$739,101.95 for an aggregate total today of \$1,716,898.33. Commissioner Jones seconded and the motion carried unanimously.

Vendor	Detail Line Description	Total
Acme Electric Company, LLC	Electrician	\$943.55
Alesco, American Linen Division	Shop Supplies	\$55.67
American Planning Association	Apa Membership Renewal	\$580.00
Apex Communications	Maintenance Agreement	\$18,851.56
APG Media Of The Rockies	Misc Ads	\$1,161.80
Asbestos & Technical Services, Inc.	Removal And Disposal Of Asbestos	\$6,900.00
ASD Healthcare	Public Health Supplies	\$156.34
Axis Forensic Toxicology, Inc.	Lab Fees	\$478.00
Baggs, Town Of	Water Services	\$179.45
Bank Of Montreal	Misc. Charges	\$28,063.52
Bank Of Commerce	CCSO/Fire Lease Payment	\$29,351.65
BI Inc.	Electronic Monitoring	\$1,744.00
Big Horn Roofing, Inc.	Jeff Center Roof	\$51,101.18

Bob Barker Company, Inc.	Inmate Uniforms	\$987.87
Bomgaars Supply	Drill Driver	\$119.99
Build Rite Lumber Companies	Misc. Parts	\$2,557.89
Carbon County Public Health	New Hires Vaccines	\$128.00
Carbon County Weed & Pest	Weed And Pest Control	\$36.36
Carbon Power & Light Inc.	Electrical Services	\$2,432.93
CareRight Technologies, LLC	Recurring Bed Fee	\$135.30
Casper Star-Tribune	Ads	\$16.09
Cedars Health	J. Rutherford Testing	\$480.70
Charter Communications	TV Subscription	\$129.29
Convergeone, Inc.	Software And Maintenance	\$41,838.04
Course Corrections LLC	Evaluation Services	\$525.00
Cowboy Chemical	Jail Laundry Supplies	\$444.50
Cowboy Supply House	Cleaning Supplies	\$835.55
Dallin Motors Inc.	Dodge Journey 2019 3c4pddgg3kt779722	\$19,995.00
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,536.00
Dishman, Seth	It Contract Hours	\$1,378.00
Eaton Sales & Service LLC	Fuel Pump	\$562.50
Elk Mountain, Town Of	Water Services	\$1,567.00
Encampment, Town Of	Water Services	\$96.00
Fired Up Rescue	Jacket	\$1,848.55
First American Title Insurance Company	Murray St Earnest Money	\$4,000.00
Fritz Welding & Machine, Inc.	Welding Services	\$13.08
Galls/Quartermaster	Sheriff Uniforms	\$141.85
Grainger	Fuse	\$69.02
Greater WY Big Bros/Sisters	County Prevention Services	\$17,110.57
H.B. Lee Construction	Perforated Pipe	\$1,139.40
Hanna, Town Of	Water Services	\$377.58
Hanson, Ashten	Mileage	\$67.28
Herman, Bobbie	Mileage	\$27.00
High Desert Welding & Machine Llc	Welding Services	\$918.95
Hilltop Conoco	Fuel	\$71.83
Iron J Towing	Small Wrecker	\$225.00
Kaisler, Todd	Mileage	\$54.00
Kilburn Tire Company	Tires	\$1,422.13
King Soopers Customer Charges	Jail Supplies	\$67.98
KTGA/KBDY	Misc. Charges	\$1,205.00
Laramie Fire Extinguisher	Yearly Inspection	\$381.00
Loco Creek Contracting	Weed Spraying	\$1,050.00
Medicine Bow, Town Of	Water Services	\$200.00

Memorial Hospital Of Carbon County	Lab Fees/Levy Reimbursement	\$61,390.38
Mercedes Transcription, Inc.	Transcription Services	\$96.69
Merseal Law, LLC	Legal Services	\$9,890.00
MHL Systems	Carbide Teeth Cutting Edge	\$2,730.00
Modern Electric Company	Electrician Services	\$920.00
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
Newbrough, Wendy J	Postage Reimbursement	\$20.73
NMS Labs	Lab Fees	\$140.00
Norco, Inc.	Cylinder Rental	\$1,178.28
Nyman, Brittany	Half Face Respirators	\$61.66
Perkins Oil Co	Fuel	\$3,138.07
Perue Printing	Letterhead/Business Cards	\$166.95
Peterbilt Of Wyoming	New Truck Purchase	\$131,584.00
Public Safety Center, Inc	Gloves	\$1,020.15
Quill Corporation	Misc. Office Supplies	\$88.92
Radar Shop, The	Display Upgrades	\$412.50
Rawlins Automotive	Misc. Parts	\$1,288.23
Rawlins Glass Center, Inc.	Window Repair	\$4,307.29
Ready Oilfield Service, Inc	Mag Chloride	\$170,000.00
Ready, Justin	Mileage	\$48.00
Ricoh USA, Inc.	It Copiers	\$3,317.75
RNB State Bank	Lease Payment	\$37,811.30
Rocky Mountain Power	Electric Services	\$15,144.21
Saratoga Auto Parts, Inc.	Misc. Parts	\$298.91
Saratoga Sun	Display Ads	\$2,706.50
Saratoga, Town Of	Water Services	\$148.50
SCBA Sales & Rentals LLC	Valve	\$3,743.20
Shepard's	Fuel	\$2,266.48
Shively Hardware	Misc. Parts	\$3,420.33
Slow And Steady Law Office, PLLC	Legal Services	\$2,830.00
Snake River Press	Scholarship Ad	\$72.00
Staples Advantage	X Stamper	\$68.63
Stinker Stores, Inc.	Fuel	\$6,836.83
Summit Food Service	Jail Meals	\$3,292.26
Sunrise Sanitation Service, LLC	Trash Services	\$68.00
Swanson Services Corporation	Commissary Supplies	\$533.53
Sweetwater County Sheriff's Office	Inmate Housing	\$5,850.00
The Cowboy Couture	Embroidery On Shirts	\$155.00
The Masters Touch, LLC	Mailing Services	\$1,898.19
Thomson Reuters-West Payment Center	Electronic Monitoring Services	\$786.44

Tiger Mart	Fuel	\$49.95
T-O Engineers	DWX Repair Runway 6/24 Project 190318	\$1,245.65
Tractor Supply Credit Plan	Fencing Material	\$261.83
Trading Post	Fuel	\$171.79
Trevathan, Sabrina RMR	Transcription Services	\$267.20
Trudiligence, LLC	Background Checks	\$134.93
True Value Of Rawlins	Misc. Charges	\$376.83
Us Bank	Grants V/W Surcharge 19-20	\$2,552.72
Valley Oil Company	Fuel	\$1,250.05
Waterous	Flowmeter Foam	\$953.10
Webster, Matthew S	Mileage	\$108.50
Wex Bank	Sheriff Vehicle Exp. Fuel	\$76.71
WLC Engineering	Engineers Estimate For County Roads Project 15884	\$428.50
WY Dept. Of Health	State Vehicle Rental	\$80.00
WY Dept. Of Workforce Services - Unemployment	Zeiger Unemployment	\$172.55
WY Machinery Company	Misc. Charges	\$1,163.88
WY Public Health Laboratory	Lab Fees	\$397.00
WY State Forestry	Elk Mountain-Carbon	\$56.40
Wyoming Disposal Systems	Trash Services	\$191.00
Wyoming Strong Counseling, Llc	Mental Health Contract Services	\$3,612.50

## **CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the May 5, 2020 regular meeting minutes and monthly receipts from Clerk of District Court in the amount of \$2,916.50. Commissioner Jones seconded and the motion carried unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

### **Fire Warden**

Ron Brown, Fire Warden recognized Chief John Rutherford's contributions to the County as the County Fire Warden. The BOCC complimented and thanked Chief John Rutherford for his work.

### **Emergency Management**

Lenny Layman, Emergency Management Coordinator provided an update to the Commissioners regarding his department.

Mr. Layman reported he has initiated 8 all-hazard task books for the county and those will be used for specific training and credentialing. He will be working on grant funds to assist with any kind of reimbursement for disasters and COVID-19.

Mr. Layman discussed the Integrated Public Alert and Warning Systems (IPAWS) and noted he is meeting with various players to renew the system. He discussed flooding thinking the North Platte will peak Thursday but would be below flood stage.

Chairman Johnson asked Mr. Layman to investigate state funds that were recently approved to reimburse the county for COVID-19.

### **Public Health**

Amanda Brown, Public Health Nurse reported they are still seeing clients by appointment only and providing various vaccines as needed. She reported on COVID-19 case totals including 10 deaths statewide.

### **Sheriff**

Archie Roybal, County Sheriff requests approval to purchase radio repeaters for the radio towers located at Elk Mountain in the total amount of \$43,604.47 which is in the radio budget already. Apex Communications will be purchasing and installing these repeaters. The repeaters support all county communications.

Radio contractor Yancey Allison discussed the current repeaters and state many of them will lose support soon. He would like to replace with Codan brand repeaters noting they will work with any brand of radio that is P25 compliant and any analogue radio.

Commissioner Moore moved to waive procurement policy and purchase three Codan repeaters based on the technical advice from Mr. Allison and the lack of technical support from other companies over the life of the products. Commissioner Espy seconded and the motion carried unanimously.

### **Buildings & Grounds**

Jim Piche Buildings Manager discussed the final payment on the Jeffrey Center Roof Project. The 41 day advertisement is completed today and final payment can be made if the BOCC approves.

Commissioner Espy moved to authorize the Chairman's signature on a bond release for Big Horn Roofing for various roof projects. Commissioner Jones seconded and the motion carried unanimously.

Care More will be taking care of the Jeffrey Center lawn as a donation to the county this summer and Mr. Piche recognized them for their contribution.

The Medicine Bow complex project is running on time however he has three proposed change orders for the BOCC's consideration. Change Order 1 totaling \$1,641.39 is because High Plains Power preferred to go underground and remove overhead power lines. The second is \$4,235.66 and is a result of the Fire Marshall's requirements of compartmentalization in the modular building. Essentially the office and both apartments need enveloped requiring cross walls. The third totaling \$3,172.60 is the addition of 30' of cedar fence but he would like to investigate this further.

Commissioner Espy moved to authorize the Chairman to sign Change Orders 1 and 2 with Shepard Construction for \$1,641.39 for underground power and \$4,235.66 for modular compartmentalization respectively. Commissioner Moore seconded and the motion carried unanimously.

Mr. Piche reported they have been working on plexiglass barriers related to COVID-19 in addition to lawn care. He walked through the Fairgrounds with the Fair Board recently and the horse barn is slated to be done by mid-July.

### **Road & Bridge**

Road & Bridge Coordinator Kandis Fritz reported Ready Oilfield has completed the CMAQ project. This Thursday is her mandatory meeting for the gravel hauling for County Road 291/270. May 26 she will have a safety meeting in Rawlins at 8 a.m. followed by a second meeting later in May for the CMAQ.

There was discussion about the upcoming Gateway South project and potential impacts to county roads and Ms. Fritz asked to meet with a commissioner regarding her estimated impacts.

### **Treasurer**

Patty Bentsen, County Treasurer reported the tax sale will be August 11.

### **Clerk**

Gwynn Bartlett, County Clerk reported she filed the tentative budget with the commissioners May 14, by the May 15 deadline. She requested the Chairman's signature on the document noting that it really isn't as informational as she would hope because much of it will change by the time it is adopted.

Gwynn discussed moving the McFadden polling place for the 2020 elections due to the COVID-19 restrictions. She stated the usual process to move a polling place would be that she would request the commissioners' authorization however after beginning this process, which included optionally mailing each registered voter a letter requesting comments, she received a directive from the Secretary of State related to COVID-19 that says she must consolidate polling places to at least 1 but not more than 7. Carbon County currently has 9 therefore she must at least eliminate 2 polling places. The order goes on to say that this is "at the sole discretion of the county clerk"

therefore she no longer needs the commissioner's authorization. She reported she received one comment stating that this individual was unhappy about the move and that voters could be spread out better by keeping the usual polling places open.

Clerk Bartlett mentioned that she must have at least 4 judges at each polling place and often more to accommodate voters. She and Elections Deputy Lisa Smith will make their determination of what polling places to keep open based on the number of judges available, geographical location and if the site is large enough to provide for at least 6' between voters. Her goal would be to only eliminate the 2 that the county is over allocated per the order. As of Monday, the due date for judges to respond, they had only received responses from 28 of the 85 judges needed to keep all polls open as usual.

She and Deputy Smith will visit polling locations to measure and devise setup plans for judges to use and they will also train small groups of judges at their locations rather than the usual larger trainings held in Rawlins.

She further explained that she is directed to have judges wear face coverings and gloves throughout the entire day in addition to regular cleaning of equipment, tables, etc.... Ultimately she is encouraging voters to vote by absentee ballot this year.

She also mentioned that with the new equipment this year the results will not be modemed in and will therefore take several hours longer to have available.

Clerk Bartlett discussed the Local Government Liability Pool, presented various deductible/contribution scenarios and asked what the BOCC would like to pay.

Clerk Bartlett reported she received an informational letter regarding an intended industrial siting permit application for the Gateway South project. She stated the letter solicits comments or questions and she suggested commenting after the June 2 commissioner meeting with the county's anticipated unmitigated impacts. This way the information can be included in their permit application and further support the county's request at the hearing. She asked if the BOCC would like this on the June 2 agenda.

Clerk Bartlett asked for any commissioner to be authorized to sign construction manager documents with FCI Constructors for the Courthouse and Carbon Building once negotiated.

Commissioner Jones moved to authorize any commissioner to sign construction manager at risk documents with FCI Constructors for the Courthouse and Carbon Building once approved by Attorney Davis. Commissioner Moore seconded and the motion carried unanimously.

## **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:42 a.m. with Clerk Bartlett and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Espy moved to come out of executive session at 11:39 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Barkhurst seconded and the motion carried unanimously.

### **Commissioners**

Commissioner Espy moved to authorize any commissioner to sign closing documents. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Jones reported there is an amendment for the federal and state grant for Dixon Airport where the CARES act will pay for the county's federal grant match.

Commissioner Jones moved to approve the Chairman's signature on Amendment 1 for the Dixon Airport Runway Repair grant to waive the county's match to the federal grant agreement. Commissioner Espy seconded and the motion carried unanimously. Commissioner Jones noted that the state's match will be waived so the state amendment is likely not necessary.

Commissioner Jones moved to approve the Chairman's signature on Amendment 1 for the Dixon Airport Runway Repair grant to waive the county's match to the state grant. Commissioner Espy seconded and the motion carried unanimously.

Commissioner Espy reported the Supreme Court is putting out suggested guidelines on how courthouses handle public areas.

Commissioner Moore reported the Incident Management Team for COVID-19 has been scaled back and the incident handed back over to Public Health. The Natural Resource management plan kick off meeting has been held and although this isn't a public process there will be a public comment period.

Commissioner Barkhurst reported he has received multiple calls about the Saratoga Ryan Park Museum District and the public hearing that is upcoming. He has encouraged people to attend.

Commissioner Moore has fielded calls in the Medicine Bow area about some worrisome behavior of contractors staying in the area and he reached out to Rocky Mountain Power who is briefing all contractors on appropriate behavior.

Chairman Johnson reported that he received a call from the State regarding opening Seminoe State Park to the public, to include out of state residents and wanted the BOCC's feelings. The BOCC had no issues either way.

### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 11:54 a.m. Commissioner Moore seconded and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, June 16, 2020 at 9:00 a.m. at the Carbon County Courthouse, Rawlins, WY. A budget workshop and possible discussion of the construction project may also be held June 17, 2020 at 9:00 a.m. at the same location if needed. 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.