

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, September 15, 2020
Baggs Higher Education Center, Baggs, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, September 15, 2020 at 2:00 p.m. at the Baggs Higher Education Center in Baggs, 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

Chairman Johnson also added the Carbon County Coordination Center (C4) temporary location approval under Emergency Management and an amendment to a homeland security grant under Clerk Bartlett as well as a removing the road use agreement under Road & Bridge.

VOUCHERS

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

Commissioner Barkhurst moved to approve September 2020 payroll and benefit expenses of \$909,959.75 and insurance claim and premium expenses of \$228,036.11 and the main amount of \$599,837.52 for an aggregate total today of \$1,737,901.38. Commissioner Espy seconded and the motion carried unanimously.

Vendor	Detail Line Description	Total
307 Professional Clean LLC	Cleaning Services/Carpet Cleaning	\$13,215.00
AlSCO, American Linen Division	Misc. Shop Supplies	\$54.85
Apex Communications	Maintenance Agreement	\$4,033.88
APG Media Of The Rockies	Misc. Ads	\$400.25
Ayala, Megan	Mileage/Dry Ice	\$99.12
B. Jackson Construction, Inc	Dixon Airport Runway Repair/Grant	\$417,047.94
Baggs, Town Of	Water Services	\$364.14
BI Inc.	Monitoring Svcs./Soberlink/Return Soberlink	\$2,080.00
Black Hills Energy	Heating Services	\$71.07
Blackwater Septic Solutions	Sump Cleanout	\$575.00
Bob Barker Company, Inc.	Inmate Uniforms/Bowls	\$262.94
Burke Moving & Storage	Moving Offices to Murray St	\$8,473.75

Campos, Elizabeth	Electronic Monitoring Refund	\$820.00
Campos, Ruben	Electronic Monitoring Refund	\$42.50
Carbon Power & Light Inc	Electric Services	\$2,024.56
Clerk of Dist. Court (Jurors)	Jury Trial Juror Fees	\$2,956.00
Corthell And King, P.C.	Legal Services	\$150.00
Cowboy Sales	2021 Flat Bed Trailer	\$10,975.00
Cuts & Stitches	Banners for Groundbreaking Ceremony	\$60.00
Daily Times	Newspaper Renewal	\$123.95
Dallin Motors Inc	Belt Assembly	\$144.00
Dixon, Town Of	Water Services	\$616.00
Election Sys. & Software, LLC	Ballot on Demand Setup	\$535.00
Elk Mountain, Town Of	Water Services	\$65.50
Encampment, Town Of	Water Services	\$97.00
Encartele	Data Purchased for Jail	\$1,950.00
Engstrom, James D. DDS	Inmate Dental Services	\$2,500.00
Fatbeam LLC	Fiber /Internet	\$5,144.85
Galls/Quartermaster	Sheriff Name Tag	\$190.40
GCR Electronics, LLC	Monthly Site Rental	\$2,000.00
Grainger	Lever Lockset	\$1,510.82
Graphic Business Solutions, LLC	Business Cards	\$83.00
Hanna, Town Of	Water Services	\$378.76
High Desert Welding & Machine LLC	Ada Handrails	\$504.24
LML Security Supply	Keypad Entry	\$248.26
Intab, Inc	Security Seals	\$115.29
Jack's Body & Fender Repair	Towing Services	\$712.00
Johnston, Ranae	Mileage	\$28.97
Kenco Security and Technology	Monitoring Alarm	\$39.00
Kilburn Tire Company	Tires/Tire Alignment/Repair	\$1,691.21
KTGA/KBDY	Tower Rent	\$150.00
Laramie Fire Extinguisher	Yearly Inspection	\$762.00
Luck, Christine	Witness Fees/Meals	\$39.11
M.H.C.C.	Lab Fees	\$197.38
Mercedes Transcription, Inc	Transcription Services	\$113.19
Merseal Law, LLC	Legal Services	\$2,370.00
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
Musser, Rosemarie N	Witness Fees	\$30.00
My Office Etc.	Receipt Book	\$43.16
Natrona County Sheriff's Office	Juvenile Housing Fees	\$6,045.00
Norco, Inc.	Contact Tip/Wire/Cylinder Rental	\$843.77
Opfar, Benjamin D	Mileage	\$822.66

O'Reilly Auto Parts	Wiper Blades/Tow Strap Paper	\$294.19
Parker, Elizabeth	Mileage	\$36.00
Perkins Oil Co	Fuel	\$2,448.82
Quill Corporation	Office Supplies	\$480.34
R.P Lumber Company, Inc.	Misc. Supplies	\$4,339.57
Rawlins Automotive	Misc. Parts	\$627.40
Rawlins Glass Center, Inc.	Glass Repair/Install of Hardware	\$609.00
Rawlins, City Of	Water Services	\$7,066.95
Ricoh USA Inc	IT Copiers	\$359.81
Ricoh USA, Inc	IT Copiers	\$6,179.36
Rocky Mountain Power	Electric Services	\$19,849.93
Rocky's Quick Stop	Fuel	\$270.60
Safeguard Business Systems	Ap Checks	\$355.98
Saratoga Auto Parts, Inc.	Air Filter/Fuel Filter/Def Fluid/Washer Fluid/Fuse	\$964.58
Saratoga Sun	Misc. Ads	\$662.50
Saratoga, Town Of	Water Services	\$47.50
Shively Hardware	Misc. Supplies	\$133.42
Staples Advantage	Misc. Supplies	\$552.35
State of Wy Risk Management	Settlement for Accident Claim	\$784.66
Stinker Stores, Inc.	Fuel	\$6,404.38
Summit Food Service	Jail Meals	\$7,361.33
Sunrise Sanitation Service, LLC.	Trash Services	\$68.00
Swanson Services Corporation	Jail Commissary	\$2,804.95
Team Lab	Fine Road Patch	\$8,625.00
The Cowboy Couture	Embroidery	\$7.50
Thos. Y. Pickett & Co., Inc.	3rd Installment Valuation Contract	\$6,500.00
Tin Boy Garage	Mechanic Repairs	\$892.78
T-Mobile	Wireless Charges	\$400.02
Tractor Supply Credit Plan	Misc. Supplies/Tools	\$142.35
Trapp, Larry W	Fire Fuel	\$752.21
Trevathan, Sabrina RMR	Transcription Services	\$584.40
True Value of Rawlins	Misc. Supplies	\$1,216.47
Tyler Technologies, Inc	IDOC/ITAX	\$275.63
UPRSWDD	Trash Services	\$101.00
Us Bank	Misc. Charges	\$1,964.23
Valley Oil Company	Fuel	\$961.90
Voiance Language Srvs. LLC	Over the Phone Interpretation	\$63.75
West, Paul S	Witness Fees	\$30.00
Wex Bank	Misc. Charges	\$780.91
Wild Services, LLC	7 Bollards/ Fair Ground Sidewalk Repair	\$2,850.00

Willis, Darren	Lodging/Mileage Reimbursement	\$358.50
Winters, Lloyd K	Witness Fees	\$30.00
Wy Brand Industries	Business Cards	\$45.00
Wy Machinery Company	Misc. Mechanic Services/Parts	\$14,092.55
Wy Peace Officers Assoc	New Member Fees	\$10.00
Wyoming Disposal Systems	Trash Services	\$219.00
Y2 Consultants, LLC	Natural Resource Management Plan	\$2,370.18

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the September 1, 2020 regular meeting minutes, monthly receipts from Carbon County Clerk in the amount of \$21,801.25, monthly receipts from Road and Bridge in the amount of \$50.00 and a bond for Owen Williams, Treasurer for Medicine Bow Conservation District in the amount of \$10,000.00. Commissioner Barkhurst seconded and the motion carried unanimously.

CORRECTIONS

Commissioner Moore moved to amend the August 25, 2020 Meeting Minutes to reflect CARES Funding Contract #1 with Wyoming Department of Health not Nurse Practitioner Agreement. Commissioner Espy seconded and the motion carried unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Fire

Ron Brown, Fire Warden reported the county is recognized under a Public Protection Classification that is directly related to Fire Insurance with an Insurance Service Office (ISO) rating. Currently we have a 7-7x and he has approximately 1.5 years until the next update. There are three areas that have affected the county's rating including fire reporting, which has substantially approved. Structural Fire training, which is now more progressive and the percentage of calls that Firefighters respond to.

Last fall Mr. Brown had worked on a Hazard Mitigation Plan. The new plan is due to expire next year and he will be applying for a FEMA grant to cover the plan's update. The BOCC authorized Mr. Brown to apply for this grant.

Mr. Brown updated the BOCC on the Hanna fire that occurred last weekend. There was one minor injury and two volunteers sent for smoke inhalation. The 316 Fire will be released as a cause and origin has been identified. The second is under investigation with the Sheriff. Mr. Brown thanked local business Probst for their volunteering equipment on the fire.

Public Health

County Clerk Gwynn Bartlett presented two agreements on behalf of Public Health. The first is an agreement with Shandra Shepard for Nurse Practitioner services and the second is for Crisis funding in the amount of \$100,000.00.

Commissioner Jones moved to approve the Chairman's signature on the Nurse Practitioner Agreement with Shandra Shepard for a term of one year and thereafter auto-renewing at a rate of \$208.00 per clinic day for services rendered. Commissioner Barkhurst seconded and the motion carried unanimously.

Commissioner Jones moved to approve the Crisis Funding Contract between the State of Wyoming Department of Health, Public Health Division and Carbon County to receive funding for COVID-19 Crisis Response for a term of 1 year and shall not exceed \$100,000.00 in funding to Carbon County noting this is Crisis Funding #2 contract. Commissioner Espy seconded and the motion carried unanimously.

Road & Bridge

Kandis Fritz, Road & Bridge Superintendent presented the Wyoming Department of Transportation Completion Acceptance Certificate for the Bridge over Savery Creek (County Road 6-561S) and requested the BOCC's approval and Chairman's signature.

Commissioner Espy moved to approve the Chairman's signature on the Wyoming Department of Transportation Completion Acceptance Certificate for the Bridge over Savery Creek (County Road 6-561S). Commissioner Moore seconded and the motion carried unanimously.

Sheriff

Sheriff Archie Roybal discussed training his dispatchers have had recently. He also reported they had numerous deputy hours on the recent fires near Hanna.

Buildings & Grounds

Buildings & Grounds Manager Jim Piche reported that FCI has officially started this morning. He stated that the move to the Interim Justice Center is complete and the building is mostly done and should be finished in a week. He will be doing work in the parking lot to ensure additional parking is available.

Attorney

Sarah Chavez, Deputy County Attorney presented a proposal for the state for Gatekeeping responsibilities so the state can prepare an agreement outlining these along with Patrick Gonzales of the Carbon County Counseling Center. The state requested the pair devise a proposal for providing gatekeeping services in Carbon County as we are unique by having a mental health professional on staff.

Commissioner Moore moved to authorize the Chairman's signature on a letter appointing Denise Rice as Gatekeeper for Carbon County as well as removing any co-Gatekeepers that have ever been designated. Commissioner Espy seconded and the motion carried unanimously.

Mental Health Examiner

Denise Rice, Mental Health Examiner thanked county staff for assistance with getting her on board. She is working at the jail regularly with inmates. She is in the process of obtaining privileges at Memorial Hospital of Carbon County and she can see patients there once that is complete. This could take up to 30 days. She is also working on contacts with local providers to determine what services are being provided considering COVID-19 and she plans to work with schools on their needs for drug and alcohol education and suicide prevention.

Clerk

Gwynn Bartlett, Carbon County Clerk advised that Chairman Johnson signed an FCI Contract Amendment and asked the BOCC to ratify the Chairman's signature.

Commissioner Moore moved to ratify the Commissioner Espy's signature on the FCI Contract Amendment. Commissioner Jones seconded and the motion carried unanimously.

Clerk Bartlett presented the Blue Cross Blue Shield COBRA rate changes and Plan Amendment to the BOCC for approval and signature.

Commissioner Moore moved to authorize the Chairman's signature on the Blue Cross Blue Shield COBRA rate changes and Plan Amendment. Commissioner Barkhurst seconded and the motion carried unanimously.

Clerk Bartlett discussed various board vacancies and asked for the BOCC's consideration on the two applications that were received from Sarah Barber for the Baggs Solid Waste District and Josh Wood for the Upper Platte River Solid Waste Disposal District.

Commissioner Espy moved to appoint Sarah Barber for the Baggs Solid Waste District for a 3-year term ending August 2023 and Josh Wood for the Upper Platte River Solid Waste Disposal District for a three-year term ending August 2023. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Jones moved to authorize the Chairman's signature on the Amendment One to the Grant Between Wyoming Office of Homeland Security to extend the elections room grant in the amount of \$100,474.00 through August 31, 2021. Commissioner Barkhurst seconded and the motion carried unanimously.

Commissioner

Chairman Johnson presented a letter of support for Magic City Enterprises to expand into Carbon County for BOCC approval. Magic City Enterprises has supported people with disabilities to live successfully in the Cheyenne area since 1971 and they are looking to expand into Carbon County.

Commissioner Espy moved to approve the Chairman's signature on the letter of support for Magic City Enterprises. Commissioner Moore seconded and the motion carried unanimously.

CARBON COUNTY COUNSELING CENTER

Patrick Gonzales Chief Executive Officer for the Carbon County Counseling Center and Kipp Dana, Chief Executive Officer with High Country Behavioral Health requested the BOCC support in an acquisition/merger between High Country Behavioral Health and Carbon County Counselling Center. Chairman Johnson reported he met with Attorney Davis on the matter and that the county has changed Mr. Gonzales letter that was submitted. Mr. Gonzales added that this should allow them to get back into smaller Carbon County communities for mental health and substance abuse services.

Commissioner Moore moved to approve the Chairman's signature on the letter of support of the acquisition/merger between High Country Behavioral Health and Carbon County Counselling Center. Commissioner Barkhurst seconded and the motion carried unanimously.

Emergency Management

Emergency Management Coordinator Lenny Layman requested the Chairman's signature on the Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement (MOA) Application. This agreement is how Carbon County shows its compliance with IPAWS to the Wyoming Office of Homeland Security.

Commissioner Espy moved to approve the Chairman's signature on the Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement (MOA) Application. Commissioner Moore seconded and the motion carried unanimously.

Mr. Layman reported he recently met with the Red Cross and donated truckloads of items at the Armory to the dump, to the state and donated many. This left a manageable number of sheltering items that will be available during necessary times. He would like to bring in a stronger Red Cross presence for sheltering needs. He will be writing up memorandums for sheltering needs in various areas of the county where locals will be trained on sheltering in Rawlins, Baggs and Saratoga.

Mr. Layman introduced the Carbon County Comprehensive Emergency Management Plan. The plan will drive his position with its direction. He outlined the seven parts including Preparedness, Hazard Mitigation Plan, Emergency Operations Plan, Recovery, Resiliency, Continuation of Operations Plan (COOP), and Continuity of Government (COG). He feels this plan will be worked on over a long period of time but in the next couple of months he will work the most on preparedness.

Mr. Layman requested verbal approval on the temporary location of the Carbon County Coordination Center (C4). He has a potential donor for the center in addition to what Sinclair recently donated. He mentioned that throughout the Hanna fire he realized he needed to be on scene however he should be available from a distance. He is applying for a 100% match to donations with the state and he hopes to have funds available soon and would like to use a temporary facility for a Coordination Center. He has done 4 site visits and has three that he could potentially use and use donations and matching funds to setup work centers at the physical location. He feels he could have such a center up and running in approximately 45 days. Commissioner Espy asked if the procurement policy would apply and Mr. Layman thought that it would follow procurement and that Mr. Webster would be ordering the workstations. Much of the furniture is planned to be donated and that all equipment and furniture could be easily moved.

Mr. Layman would plan to have a formal written memorandum of agreement with the agency wherever he decides to locate to. Chairman Johnson asked about insurance and cleaning. Mr. Layman stated that it will be one room with restrooms used periodically and Kandis Fritz offered the upstairs at the county Road & Bridge shop and he stated he will look into this.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 3:27 p.m. with Clerk Bartlett, Sarah Chavez, Jim Piche and Ron Brown 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 4:54 p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Barkhurst seconded and the motion carried unanimously.

Commissioner Espy moved to authorize Commissioner Moore to negotiate with an applicant for County Planner. Commissioners Barkhurst seconded and the motion carried unanimously.

COMMISSIONERS

Commissioner Espy moved to authorize Commissioner Moore to negotiate with an applicant for County Planner. Commissioners Barkhurst seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 4:56 p.m. Commissioner Moore seconded and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, October 20, 2020 at 2:00 p.m. at the Elk Mountain Senior Center, in Elk Mountain, 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.