

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING**

**Tuesday, December 19, 2023 @ 9:00 a.m.
Carbon Building- Courthouse Annex,
215 W. Buffalo Street, Second Floor, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, December 19, 2023, at 9:00 a.m. at the Carbon Building-Courthouse Annex in Rawlins, WY. Attending the meeting were Chairman, Sue Jones, Vice Chairman Travis Moore, Commissioners John Espy, John Johnson and Garrett Irene.

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

ADDITIONS / CORRECTIONS

Commissioner Johnson moved to approve the agenda as presented. Commissioners Espy seconded and the motion passed unanimously.

VOUCHERS

Vice Chairman Moore moved to approve payment to Commissioner John Espy for \$625.78. Commissioner Johnson seconded and the motion passed with all voting for the motion except Commissioner Espy who abstained due to personal conflicts.

Vice Chairman Moore moved to approve November 2023 payroll and benefit expenses of \$1,022,589.21, insurance claim and premium expenses of \$285,293.69, and the report of expenditures in the amount of \$390,690.19 for an aggregate total today of \$1,699,198.87. Commissioner Johnson seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
Advanced Network Mgmt., Inc.	Managed Services Contract	\$2,315.00
APCO International Inc.	Engineer Studies	\$1,200.00
Applied Concepts, Inc.	3 Counting Units	\$10,417.50
Baggs Testing & Rental	Battery	\$195.00
Baggs, Town of	Water Services	\$46.45
Barkhurst Collision Center	Sheriff Maint & Repair Vehicle	\$2,072.50
BI Inc.	Electronic Monitoring Services	\$3,433.00
Blakeman Propane	Propane Services	\$4,513.88
Bob Barker Company, Inc.	Inmate Clothing	\$660.92
Bureau of Driver Licensing	Certified Driving Record	\$44.00
Caddo	Office Chairs	\$5,071.10
Camfil, USA Inc.	Air Filters	\$1,639.59
Carbon County Council of Gov.	2024 Dues	\$200.00

Carbon Power & Light Inc.	Electric Services	\$2,186.54
Christopher, Michelle	Light Bar-Baggs Motor Grader	\$269.98
CIDNET	Jail Data	\$750.00
Coal Creek Law	Legal Services	\$70.00
Coley, Joshua P.	Soberlink Rental Refund	\$879.50
Communication Technologies	CCSO Patrol Vehicle Kits-Install	\$15,715.97
Corvinus Group LLC	Limit Switches	\$178.34
Cowboy Chemical	Dish Detergent/Sanitizer/Cleaner	\$383.15
Cowboy Supply House	Paper Towels & Toilet Paper	\$651.82
Dynamic Controls Inc.	Jeffrey Center Control System	\$63,224.10
E & H Plumbing & Construction	Heat Exchanger Jeffrey Center	\$4,302.00
Election Sys. & Software, LLC	4gb Memory Device	\$4,049.63
Elevated Safety Solutions	Random Drug Tests	\$1,040.00
Elk Mountain, Town of	Library Propane Services	\$357.39
Encampment, Town of	R&B Water Services	\$102.00
Engineering Associates	Chip Seal CR203 & Engineer Co. Bridge	\$9,572.55
Engstrom, James D. DDS	Inmate Dental Services	\$2,500.00
Espy, John	Espy NACO Meals, Mileage & Hotel	\$625.78
ESRI	Arc GIS Licensing	\$2,970.00
E-Z Lift Garage Doors	Door Opener Adjustment B&G	\$100.00
FCI Constructors of WY	Final Courthouse Retainage	\$50,000.00
Grainger	Misc. Parts & Supplies	\$693.42
Hanna Fire Department	Reimbursement for Extrication Gloves	\$463.08
Herman, Bobbie	Mileage	\$49.50
High Desert Welding	Cut/Weld Nipple/Flange	\$187.15
Honnen Equipment	John Deere Maintenance & Parts	\$7,975.90
Jones Simkins	Admin Audit	\$9,755.00
Kaisler, Todd	Mileage	\$99.00
Kilburn Tire Company	Tires, Mounting & Balance	\$4,301.52
Kostovny, Mark	Mileage	\$92.40
KTGA/KBDY	Ads & Site Rent	\$370.00
Kurtak, Karen	Mileage	\$62.70
Laramie Fire Protection	Annual Monitoring Fee	\$540.00
McKesson Medical-Surgical	Jail Health	\$379.63
McNees, James	Mileage	\$77.00
Medicine Bow, Town of	Water Services	\$218.65
Merchant McIntyre & Assoc., LLC	Dec 2023 Monthly Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$5,570.00
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
NAPA - Saratoga	Misc. Parts & Supplies	\$660.97
NMS Labs	Lab Fees	\$324.00

Norco, Inc.	Cylinder Rent & Supplies	\$1,044.21
Offender Watch	Sex Offender Notification Fee	\$201.36
Olde Trading Post	Fire Fuel	\$110.57
O'Reilly Auto Parts	Wiper Blades	\$72.18
Perkins Oil Co.	Fuel & Antifreeze	\$7,562.34
Personnel Evaluation, Inc.	Pre-Employment Evaluations	\$75.00
Perue Printing	Jail Bond Envelopes	\$137.95
Plainsman Printing & Supply	Manilla Folders/Classification Folders	\$542.50
Quill Corporation	Letterhead & Truckload of Copy Paper	\$31,535.79
R.P Lumber Company, Inc.	Misc. Parts & Supplies	\$314.65
Rawlins Automotive	Misc Auto Parts & Supplies	\$4,429.64
Rawlins Hardware - 5405	Dustpan/Pail/Broom	\$32.57
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$437.39
Rawlins Hardware - 5465	Screws	\$23.99
Rawlins, City of	Landfill Fee	\$14.00
Republic Services #642	Trash Services	\$342.09
Rice-Prior, Denise	Inmate Mental Health Services	\$1,000.00
Saratoga Sun	Misc. Ads	\$2,698.86
Saratoga, Town of	Water Services	\$48.50
Shively Hardware	Misc. Parts & Supplies	\$63.21
Smith Psychological Services	Evaluation	\$400.00
Spaulding, Dawnette	Mileage	\$98.25
Staples Advantage	Misc. Office Supplies	\$69.64
Star Awards & Promos	Commissioner Name Plates	\$27.00
State of Wyoming DCI	Sex Offender Registration	\$25.00
Steamboat Powersports	2021 Skidoo X2 & 2023 Trailer	\$23,498.00
Stinker Stores Inc.	Fuel	\$14,864.07
Summit Food Service	Jail Meals	\$8,793.75
Swanson Services Corporation	Jail Commissary	\$1,393.88
Terminix	Jail Pest Control	\$193.00
Transunion Risk & Alt. Data	Tru-lookup Program	\$175.00
Trevathan, Sabrina Rdr	Audio/Video Transcripts	\$416.00
U S Postmaster-Rawlins	Admin Postage	\$152.00
US Bank	Misc. Charges	\$930.54
Valence Health Corp	Inmate Medical Services	\$6,500.00
Valley Fire Extinguisher	Annual Maintenance & Inspection	\$16,817.30
Valley Oil Company	Fuel	\$1,301.38
West End Sinclair	Fuel	\$370.35
Wex Bank	Fuel	\$137.71
Wille, O.R.	Mileage	\$82.50
W.A.S.C.O.P.	Wyo Sheriff Association Dues	\$400.00

WY Dept of Environmental Quality	Contaminated Site Fee & Aviation Fuel	\$600.00
WY Dept. of Health	Mileage	\$288.00
WY Diesel Service	Water Inlet Tubes/Freight	\$321.18
WY Machinery Company	Misc. Cutting Edges	\$21,137.48
WY State 4-H Foundation	2024 Dues	\$100.00
Wyoming Apparatus	Equipment Repairs	\$5,868.62
Y2 Consultants, LLC	Land Use Plan Update	\$3,235.41
Zumbrennen Electric Inc.	Electrical Services	\$745.50

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. Clerk Bartlett noted the consent agenda includes the December 5, 2023, regular meeting minutes; monthly receipts from Carbon County Clerk in the amount of \$13,598.75 and Clerk of District Court in the amount of \$4,193.00, and bonds for Eileen Keller, Deputy Treasurer for Carbon County in the amount of \$10,000.00, Stacey L. Ward, Deputy Treasurer for Carbon County in the amount of \$10,000.00, Veronica Fernandez, Deputy Treasurer for Carbon County in the amount of \$10,000, Kristi L. Wickizer, Council Member for the Town of Medicine Bow in the amount of \$5,000.00 and Karen Heath, Treasurer for Town of Medicine Bow in the amount of \$100,000.00. Vice Chairman Moore seconded and the motion passed unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Treasurer

Lindsey West, Carbon County Treasurer, presented a resolution for board approval and Chairman's signature.

Commissioner Irene moved to approve the Chairman's signature on Resolution No. 2023-42, A Resolution of the Board of County Commissioners of Carbon County, Wyoming, regarding Substantial Completion of the Carbon County Courthouse and Carbon Building Site Improvement Project. Commissioner Espy seconded and Commissioner Johnson asked how the rest of the specific purpose tax projects are going. She reported most entities have reached the end of their projects in line with 85% of the proceeds being expended on construction within 3 years of bond issuance. Tax collections for the specific purpose tax is just over 40%. The motion passed unanimously.

Resolution No. 2023 – 42

A Resolution of the Board of County Commissioners of Carbon County, Wyoming, regarding Substantial Completion of the Carbon County Courthouse and Carbon Building Site Improvement Project.

WHEREAS, pursuant to the Series 2020A Lease and Agreement dated as of December 1, 2020, between the Carbon County Specific Purpose Tax Joint Powers Board as Lessor and Sublessor, and Carbon County, as Lessee with respect to the Carbon County Courthouse and

Carbon Building Site, Carbon County is required to provide notice of project completion, acceptance, and payment of construction costs through adoption of a resolution; and

WHEREAS, Carbon County published a Public Notice of Substantial Completion of Contract (see attached as Exhibit "A" and incorporated herein by reference) in the Saratoga Sun, the official publication of record for Carbon County, Wyoming, on June 8, 2023, providing the information that the Board of County Commissioners of Carbon County had accepted substantial completion of the contract for the Carbon County Courthouse Improvement Contract and FCI Constructors of Wyoming, LLC was entitled to final settlement which would occur on July 19, 2023; and

WHEREAS, to the best of the Carbon County Board of County Commissioners' knowledge based upon the contractors and architect and/or engineer for the improvements, except for any amounts estimated to be necessary for any payment of any costs of construction not yet due and payable, the acquisition and construction of the improvements for the Carbon County Courthouse and Carbon Building Site Improvement Project have been completed and accepted by the Carbon County Board of County Commissions, and all costs of construction have been paid; and

WHEREAS, pursuant to the Series 2020A Lease and Agreement dated as of December 1, 2020, between the Carbon County Specific Purpose Tax Joint Powers Board as Lessor and Sublessor, and Carbon County, as Lessee with respect to the Carbon Building Site, the Carbon County Board of County Commissioners acknowledge that this resolution shall not prejudice any rights against third parties which exist at the date of adoption of this resolution or which may subsequently come into being; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CARBON COUNTY, WYOMING:

That the Carbon County Board of County Commissioners, hereby adopts this resolution and declares the construction of the improvements for the Carbon County Courthouse and Carbon Building Site Improvement Project have been completed and accepted by the Carbon County Board of County Commissions, and all costs of construction due and payable have been paid.

PRESENTED, READ, AND ADOPTED at a regularly scheduled meeting of the Board of County Commissioners of Carbon County, Wyoming, on the 19th of December 2023.

**BOARD OF COUNTY COMMISSIONERS OF
CARBON COUNTY, WYOMING**

By: -s- Sue Jones, Chairman
On behalf of the Carbon County
Board of County Commissioners

Attest:

-s- Gwynn G. Bartlett, Carbon County Clerk

Treasurer West reported the payment of taxes online has been shut down due to software issues. Taxpayers can mail payment or call into her office to make credit card payments.

Emergency Management

Lenny Layman, Emergency Management Coordinator reported HF Sinclair is changing over their inventory of handheld and portable gas sensors and he is working on accepting the large donation

totaling approximately \$600,000 then distributing those to various entities including the county's new fire district and the City of Rawlins. Attorney Davis suggested Notice of Donation from HF Sinclair to the county be signed and then another from the county to the other agencies be signed. She noted Clerk Bartlett checked with the county's auditors regarding the addition of these as assets, even for a brief time and it was determined this was not necessary. Mr. Layman stated that the assets would be transported from Sinclair to Rawlins with a county vehicle and trailer then distributed out through the Department of Homeland Security except local entities which would pick the units up on their own.

Mr. Layman reported that he had to replace his vehicle windshield which caused other camera issues that will put him over his budget. Clerk Bartlett advised that the budget amendment would occur later this year. Mr. Layman also asked for \$2,267.21 that was not budgeted for to purchase a portable sound system. Commissioner Espy suggested the departments work together and Vice Chairman Moore thought that with housing it through the IT department it could be checked out as needed. Mr. Layman mentioned that he had reached out to Public Health and IT regarding the system and they didn't have the need or the funds. The Jeffrey Center has one that can be loaned out per Building and Grounds Manager Jeff Askins. Ultimately the BOCC decided to have Mr. Layman wait until budget time after working with IT and other departments to gather the need countywide.

Mr. Layman reported the Hazard Mitigation Plan is being revised by a consultant the State of WY hired. Carbon County is in Region III with Albany County and he is spending a lot of time and he may need assistance facilitating the process with the consultant. He wasn't able to say what that looked like at this time.

Sheriff

Alex Bakken, Carbon County Sheriff, provided an update for his department to include a service agreement for transferring the current dispatch software from Priority Dispatch to PowerPhone that will enable the Sheriff's Office, Rawlins Police Department and Saratoga Police Department to utilize one set of dispatch protocols and software, that will save money and increase capabilities. In switching to this software, the county will be able to save approximately \$270,000.00. The maintenance fees with the Spillman software will be approximately \$3,000.00 less annually.

Commissioner Espy moved to waive the procurement policy as there is a sole source vendor and allow the Sheriff to use E911 funding to purchase the PowerPhone Total Response software for a total of \$110,329.25. Commissioner Irene seconded and the motion passed unanimously.

Sheriff Bakken also provided an update from the Town of Riverside council meeting regarding the potential MOU for law enforcement services. He also provided an update on the snowmobiles that were purchased from Steamboat Powersports. Steamboat Powersports was able to provide an approximate \$11,000.00 discount to purchase two used 2021 Skidoo Summit 175 ETEC snowmobiles and a trailer that will accommodate 3 snowmobiles. He stated that he is currently constructing a policy and training program for proper use of snowmobiles.

Building and Grounds

Jeff Askins, Building Manager presented two contracts for services for board approval and Chairman's signature.

Vice Chairman Moore moved to approve the Chairman's signature on the Contract for Services with A2 Cleaning Solutions in the amount of \$4,500.00 for the cleaning of the ducts at the Rawlins Senior Center. Commissioner Johnson seconded and the motion passed unanimously.

Vice Chairman Moore moved to authorize the Chairman's signature on a Contract for Services with ACME Electric Co. in the amount of \$7,866.34 for electrical installations and repairs in the small animal barn. Commissioner Johnson seconded and the motion passed unanimously.

Road and Bridge

Deputy Attorney, Ashley Davis presented an agreement for professional services for bridges on CR1 Medicine Bow River and CR270 Difficulty Creek Bridge for board approval and Chairman's signature.

Commissioner Johnson moved to approve the Chairman's signature on the Short Form Agreement between Carbon County and Engineering Associates for professional services to engineer repairs to bridges on CR1 Medicine Bow River and CR270 Difficulty Creek in an amount anticipated not to exceed \$700,000.00 and for a term through January 31, 2025. Commissioner Irene seconded and the motion passed unanimously.

Riley Richardson was present to discuss an invoice he sent the county for snow removal last winter. Commissioner Johnson reported that he is related and will therefore abstain from any discussion on the matter. Chairman Jones reported one of the Road & Bridge employees involved is her brother

Mr. Richardson noted his ranch offered assistance to plow snow and spent 54 hours on a dozer in March and April plus 17 hours snow blowing. He started to break down the services by each month and later decided to make an invoice for both months together. He accidentally sent the invoice for only March which was paid. He submitted a subsequent invoice then heard from Attorney Davis that the county would not pay it. He was present today to plead with the BOCC to pay the additional fees noting he typically donates snow blowing time each year estimated at 25 hours but feels the 54 hours on a dozer is excessive to donate. Attorney Davis thought that Ms. Fritz should be allowed the opportunity to speak to the BOCC regarding this. Commissioner Irene stated that 54 hours could be spent last year easily due to the harsh winter. Commissioner Espy felt uncomfortable proceeding until speaking with Ms. Fritz and added that the county can't have individuals plowing county roads without proper agreements then sending an invoice. Mr. Richardson acknowledged they did not go through the proper chain of command but he now knows the process and that a halfway split could be fair. Vice Chairman Moore agreed with Commissioner Espy

Planning and Development

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator discussed the current vacant administrative assistant in her office noting she has begun searching for her replacement in that position.

Ms. Rowan also discussed the BLM's draft of the environmental assessment for the Rock Creek I Transmission Project. Comments are due January 5, 2024.

Attorney

Ashley Mayfield-Davis, Carbon County Deputy Civil Attorney, presented a memorandum of understanding with the City of Rawlins for board approval and Chairman's signature. The MOU involves the process for the City to abate dangerous buildings and assess liens against those properties. The process does include an appeal option as well. The county would assess this on a tax notice and collect the assessment then distribute it to the City of Rawlins after assessing a small administrative fee.

Commissioner Johnson moved to approve the Chairman's signature on the Memorandum of Understanding between the City of Rawlins, Carbon County Treasurer, Carbon County Assessor and Carbon County Board of County Commissioners to establish and define roles, duties, and responsibilities each party shall undertake with respect to the City of Rawlins filing of special assessments against real property for collection of costs of cleaning up properties in Rawlins, beginning December 2024 and continuing no less than bi-annually thereafter. Commissioner Espy seconded and the motion passed unanimously.

JONES SIMKINS

Jason Sleight with Jones Simkins presented the draft Carbon County Financial Statement for Fiscal Year 2023.

Clerk

Gwynn Bartlett, Carbon County Clerk, presented a lease agreement with WIC for office space in the Carbon Building for board approval and Chairman's electronic signature. Attorney Davis noted that there is a clause in the lease that any rent due when the lease is signed will not be paid. WIC does owe for July 1, 2023, through June 30, 2024, currently before the lease is signed.

Vice Chairman Moore moved to approve any commissioner's signature on the Real Property Lease No. 8-09716 between Carbon County Commissioners and the State of Wyoming, Department of Administration & Information General Services Division for 960 sq. ft. of office space in the Carbon Building for WIC in the amount of \$10,560.00 yearly and for a term of July 1, 2023 through June 30, 2026 with the amount increasing to \$12,480.00 for June 1, 2026 through June 30, 2027. Commissioner Espy seconded and the motion passed unanimously.

Clerk Bartlett presented an amendment to the Blue Cross Blue Shield of Wyoming (BCBSWY) Administrative Service Agreement for board approval and Chairman's signature. This agreement

is amending the GAG clause requirement under Section E of the original agreement to increase transparency in healthcare.

Commissioner Irene moved to approve the Chairman's signature on Amendment #1 of the 2023-2024 Administrative Services Agreement between BCBSWY and Carbon County amending Section E – General Provisions of the Administrative Services Agreement to add the following sentence at the end of provision 16 "Nothing in this provision shall be construed as a prohibited Gag Clause under the Consolidated Appropriations Act". Commissioner Johnson seconded and the motion passed unanimously.

Clerk Bartlett presented a board application that she received for the Fair board.

Commissioner Espy moved to approve Janelle Thayer-Steele to the Carbon County Fair Board for a five-year term expiring December 2028. Vice Chairman Moore seconded and the motion passed unanimously.

Clerk Bartlett presented an organizational use agreement for use of the UW bucking horse in the county for board approval and Chairman's electronic signature.

Commissioner Johnson moved to ratify the Chairman's electronic signature on the UW Bucking Horse and Rider Organization Use Agreement with an expiration date on June 30, 2025. Commissioner Irene seconded and the motion passed unanimously.

Clerk Bartlett discussed proposed rules from the Secretary of State that would ban exterior drop boxes and asked if the BOCC would be open to commenting on those rules as she believes the county needs to keep its drop box for the public's convenience. The BOCC agreed to consider signing comments she prepares.

Commissioners

Commissioner Espy reported the WY Public Lands Initiative passed out of the Senate Natural Resources Committee therefore a bill he and Commissioner Johnson worked on years ago is finally moving forward. The Secure Rural School funding bill is running through its 3-year cycle and he believes it will make it out of committee also.

Commissioner Johnson complimented Medicine Bow and Elk Mountain's Wreaths Across America program and thanked all involved.

Clerk Bartlett handed out and discussed the retiree health insurance premiums and distributed a premium sheet dating back to 2001 through current.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 11:34 a.m. with Clerk Bartlett, Ashley Mayfield Davis and Matt Webster to discuss personnel, potential litigation and other matters

considered confidential by law. Vice Chairman Moore seconded and the motion passed unanimously. Matt left at 11:56 a.m.

Commissioner Espy moved to come out of executive session at 12:00 p.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Moore seconded and the motion passed unanimously.

BLM ELECTRIC LINE PROJECT COMMENTS

Commissioner Espy moved to authorize any commissioner's signature on a letter to the Bureau of Land Management commenting on an electric line project. Commissioner Johnson seconded and the motion passed unanimously.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 12:03 p.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, January 16, 2024, at 9:00 a.m. at the Carbon Building – Courthouse Annex located at 215 W. Buffalo 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 or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.