

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, April 16, 2024, 2:00 p.m.  
Sinclair Town Hall, Sinclair, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, April 16, 2024, at 2:00 p.m. at the Sinclair Town Hall in Sinclair, 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 2:00 p.m.

**ADDITIONS / CORRECTIONS**

Chairman Jones added a board resignation under the clerk.

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

**VOUCHERS**

Vice Chairman Moore moved to approve March 2024 payroll and benefit expenses of \$1,066,710.34 and insurance claim and premium expenses of \$126,960.80 plus the main amount of bills totaling \$567,997.73 for a grand total of \$1,761,668.87. Commissioner Espy seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Advanced Network Management, Inc.	Email Domain Upgrade	\$6,205.00
Albrechtson, Mary Kay	Bailiff Jury Trial	\$75.00
Amazon Capital Services	Letter Board Signs	\$199.83
ARDURRA	Hangar Acquisition & Engineering	\$19,770.94
B&M Suppliers	Gloves	\$539.94
Baggs, Town of	Water Services & Office Space Rent	\$156.77
Bank of Montreal - Mastercard	Misc. Charges	\$35,803.76
Beach, Homer	Ryan Park Volunteer FD Snowplowing	\$800.00
BI Inc.	Monthly Monitoring Services	\$1,813.50
Big Sky Communications Inc.	Dispatch Headsets	\$541.00
Blakeman Propane	Propane Services	\$3,321.96
Bob Barker Company, Inc.	Jail Inmate Uniforms	\$192.00
Bomgaars Supply	Misc. Parts & Supplies	\$622.57
Brown & Hiser LLC	Legal Services	\$800.00
Carbon County Fair Board	Admin Fairgrounds Rental Fees	\$1,405.00

Carbon Power & Light Inc.	Electric Services	\$2,310.09
Charter Communications	Jail Data	\$238.48
CIDNET	Jail Data	\$750.00
Coal Creek Law	Legal Services	\$900.00
Coconino Co. Sheriff's Office	Civil Process Fee	\$80.00
Cowboy Chemical	Cleaning Supplies	\$693.35
Cragun, Megan A.	Meal Reimbursement/Mileage	\$257.80
Daily Times	Newspaper Subscription Renewal	\$366.12
Davis, Ashley	Attorney Travel	\$950.40
DBT Transportation Services LLC	Nadin AWOS Maintenance	\$1,735.75
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,646.00
Dolan Consulting Group	Deputy Training-D Miller	\$95.00
Dominion Energy	Gas Services	\$372.67
Drummond Refrigeration LLC	Refrigeration Repairs CH & Coroner	\$1,422.00
Duboc, Maureces	Soberlink Rental Refund	\$879.50
Elk Mountain, Town of	Rent, Water & Propane Services	\$1,844.50
Encampment, Town of	R&B Water Services	\$102.00
Galls/Quartermaster	Sheriff Uniform	\$1,801.87
Grainger	Grease Trap Treatment	\$110.35
Greater Wy Big Bros/Sisters	March 2024 Prevention	\$4,603.50
Greenwood, Maryjo	Admin Witness Expenses	\$600.00
Herman, Bobbie	Mileage	\$49.50
Jeffrey Center Board	Admin Jeffrey Center Rental Fees	\$650.00
Jones, Randy Jay	Return Mileage Jury Duty Travel	\$107.80
K2 Towers III, LLC	Radio Site Rent	\$2,251.02
Kilburn Tire Company	Oil Change/Washer Fluid	\$114.74
Kostovny, Mark	Mileage	\$46.20
KTGA/KBDY	Flu Vaccine Ad	\$220.00
Kurtak, Karen	Mileage	\$62.70
Langdon, Callie	Mileage	\$371.80
Maricopa Co. Sheriff's Office	Civil Process Fee	\$200.00
McKesson Medical-Surgical	Jail Health	\$245.65
Medicine Bow, Town of	Water Services	\$218.65
Memorial Hospital of Carbon County	Admin Emergency Detentions	\$65,264.63
Merchant McIntyre & Assoc., LLC	April 2024 Monthly Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$9,255.00
Mobile Concrete, Inc.	R&B Materials Cattleguards	\$1,622.75
Moss, Barbara	Mileage	\$100.10
Mountain Alarm	Youth Crisis Center Alarm Monitoring	\$57.90
MPM Corp / Evergreen Disposal	Encampment County Shop Trash Services	\$130.00
Napa - Saratoga	Diesel Exhaust Fluid	\$510.31

Norco, Inc.	Misc. Supplies	\$925.26
Offender Watch	Sex Offender Notification	\$284.92
O'Reilly Auto Parts	Oil Filter/Oil	\$62.43
Perkins Oil Co.	Fuel	\$10,356.32
Perue Printing	Exemption Forms & Window Envelopes	\$185.40
Pinnacle Public Finance, Inc.	HVAC Replacement Lease	\$158,740.93
Quarles Petroleum	Fire Fuel	\$1,559.22
R.P. Lumber Company, Inc.	Freight & Misc. Supplies	\$991.23
Rasmussen Furniture	Courthouse Filter	\$46.95
Rawlins Automotive	Misc. Auto Parts and Supplies	\$1,840.63
Rawlins Hardware - 5410	Misc. Parts and Supplies	\$329.86
Rawlins, City of	Water Services & Landfill Fees	\$2,198.69
Ready, Justin	Mileage	\$88.00
RNB State Bank	Years of Service Gift Cards	\$504.70
Rock Solid SST	Ammunition	\$928.00
Rocky Mountain Power	Electric Services	\$20,357.29
Rodabaugh, Sherry	Bailiff Jury Trial	\$75.00
Rutherford, John	Fuel Reimbursement	\$93.00
Safeguard Business Systems	Blank Stock	\$512.85
Saratoga Sun	Misc. Ads	\$824.50
Shively Hardware	Vinegar	\$115.43
Slow and Steady Law Office, PLLC	Legal Services	\$6,670.00
Smith, Chelsy	Employee Appreciation Hoodies	\$108.00
Staples Advantage	Misc. Office Supplies	\$326.01
State of Wyoming A & I	State Mainframe Access	\$15.87
State of Wyoming DCI	Sex Offender Fees	\$25.00
Stinker Stores Inc.	Fuel	\$10,525.12
Sublette County Treasurer	WCCA Congressional Tour Fee	\$698.00
Summit Food Service	Jail Meals	\$9,023.99
Swanson Services Corporation	Jail Commissary	\$1,266.22
Taylor, Robert Leonard	Admin Witness Expenses-Return Travel	\$162.80
The Masters Touch, LLC	Election Mailer Postage	\$1,900.00
The Product Center	Roller Maintenance Kit	\$387.03
Tin Boy Garage	Starting Fluid & Fuel Filter	\$250.47
Transunion Risk & Alternative Data	Trulookup System	\$179.00
Trudiligence, LLC	Ee Background Checks	\$85.48
Tyler Technologies, Inc.	Hosting/Systems Support	\$275.63
University of Wy Extension	FY 2024 Salary Billing 3rd Qtr.	\$6,263.25
US Bank	Misc. Charges	\$1,971.12
Valence Health Corp	Inmate Medical Services	\$6,500.00
Valley Oil Company	Fuel	\$873.07

Voiance Language Services LLC	Interpretation Services	\$39.75
Volunteers of America	Crisis Center Payment	\$50,000.00
West End Sinclair	Fuel	\$69.15
Western Truck Repair	Air Solenoid/Freight	\$134.55
Wex Bank	Sheriff Vehicle Fuel	\$875.02
WY Behavioral Institute	Emergency Psych Hold	\$4,062.00
WY Dept Of Health	2nd Qtr. Wages	\$45,349.13
WY Machinery Company	Misc. Parts	\$3,111.61
Wyoming Health Fairs	County Employee Blood Draws	\$8,085.00
Wyoming Medical Center	Inmate ICU & Ambulance Fee	\$17,012.20
Y2 Consultants, LLC	Chokecherry P&Z Land Use Plan Update	\$7,157.25
Zumbrennen Electric Inc.	Electrical repair at Probation & Parole	\$90.00

### **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 April 2, 2024, regular meeting minutes; monthly receipts from Clerk of District Court in the amount of \$4,580.00, Carbon County Clerk in the amount of \$14,796.41; and a bond for Brooke D. Mruzek, Treasurer for the Carbon County School District #1 Recreation Board in the amount of \$10,000.00. Commissioner Johnson seconded and the motion passed unanimously.

### **EMPLOYEE APPRECIATION**

Department heads recognized employees having reached years of service milestones in April.

### **ELECTED OFFICIALS & DEPARTMENT HEADS**

#### **2024 National Crime Victims' Rights Week Proclamation**

Loretta Hansen, Victim/Witness Coordinator and Dawnette Spaulding, Assistant Coordinator for the Carbon County Sheriff's Office, presented a Proclamation for National Crime Victims' Rights Week.

Vice Chairman Moore moved to authorize the Chairman's signature on the Proclamation for National Crime Victims' Rights Week and read the proclamation. Commissioner Johnson seconded and the motion passed unanimously.

### **PROCLAMATION National Crime Victims' Rights Week April 21 – 27, 2024**

**Whereas**, surviving a crime can have lasting effects on victims including physical, psychological, social and financial issues;

**Whereas**, we know that many crime survivors never tell anyone about what happened to them;

**Whereas**, we need to create new options to ensure that victims of all crime can receive services, hope and seek justice;

**Whereas**, National Crime Victims' Rights Week provides an opportunity to recommit to listening to crime survivors where decisions are made that could impact them;

**Whereas**, the Carbon County Sheriff's Office Victim/Witness Program is dedicated to providing "Options, Services and Hope" for survivors and victims of all crime;

And **THEREFORE, BE IT RESOLVED**, the Board of Carbon County Commissioners does recognize the week of April 21 through April 27, 2024, as *National Crime Victims' Rights Week* And reaffirms our commitment to raising awareness of options, services, and hope for crime survivors during National Crime Victims' Rights Week and throughout the year;

And we express our sincere gratitude and appreciation for our community members, victim service providers and criminal justice professionals who are committed to improving our response to victims of all crime.

Dated this 16th day of April 2024.

BOARD OF CARBON COUNTY COMMISSIONERS

-s- Sue Jones, Chairwoman

ATTEST:

-s- Gwynn Bartlett, Carbon County Clerk

### **Sheriff**

Alex Bakken, Carbon County Sheriff complimented the victim witness specialists noting they prioritize the victims versus where law enforcement typically focusses on the dispatch and offenders.

Sheriff Bakken reported this week is National Public Safety Telecommunications Week and he wanted to recognize his 8 full-time and 1 part-time dispatchers. He recognized the dispatchers for other agencies in the county as well. He also noted he anticipates an increase in hours with the Town of Hanna for additional law enforcement patrols with additional revenue anticipated for the county.

### **Emergency Management**

Lenny Layman, Emergency Management Coordinator provided a grant quarterly performance update for early alert and warning gauges. He introduced Tony Anderson, Senior Service Hydrologist for the National Weather Service in Cheyenne and recognized John Humphreys, Manager of OTT HydroMet of Montana who has assisted Lenny with the county's gauges. Mr. Anderson explained the equipment, noting the hydrologic recovery should be in the next 1-2 years but because the equipment is mobile the equipment can be moved to a new burn scar immediately. He stated this is a cutting-edge program and Lenny reported the plan is to deploy the units in 4-6 weeks until next winter where they will be retrieved, extending their lifespan. He would anticipate 10+ years of life with no ongoing cost besides the small battery replacements as the county will use the GOES network.

### **Building and Grounds**

Jeff Askins, Building Manager presented an agreement with ETGFire for fire alarm monitoring at the Carbon Building, Multiplex at the Fairgrounds and Courthouse for approval. The agreement is for a rate of \$45.00 per month per account for a twelve-month period.

Commissioner Irene moved to authorize the Chairman's signature on the ETGFire Installation and Monitoring Agreement for a rate of \$45.00 per month per account for a twelve-month period. Commissioner Espy seconded and the motion passed unanimously.

Mr. Askins presented an agreement with Mighty Ducts for HVAC remediation at the detention center.

Commissioner Espy moved to authorize the Chairman's signature on the Contract for Services with Mighty Ducts contract for HVAC remediation and duct cleaning at the detention center in the amount of \$34,000.00. Vice Chairman Moore seconded and the motion passed unanimously.

Mr. Askins provided a quote from Carpet One Floor & Home of Laramie in the amount of \$13,930.00 for floor repair at the Rawlins library. There has been ground water seep up into the floor causing a lump. The company will remove current flooring, fix the water issue and relay flooring. They are providing a warranty out of the period for the flooring needing repaired in the children's area.

Commissioner Johnson moved to approve the Contract for Services with Carpet One Floor & Home, Commercial Flooring of Laramie in the amount of \$13,930.00 for floor repair at the Rawlins library. Vice Chairman Moore seconded and the motion passed unanimously.

Mr. Askins reported he needs to replace electrical pedestals on the east side of the fairgrounds and the BOCC authorized work with Zumbrennen Electric to repair these.

### **Clerk**

Gwynn Bartlett, Carbon County Clerk, presented the Temporary Assistance for Needy Families (TANF) grant application for the Chairman's signature.

Commissioner Espy moved to authorize the Chairman's signature on the Temporary Assistance for Needy Families (TANF) Grant Application assurance to apply for the next term's grant totaling \$12,500.00. Vice Chairman Moore seconded and the motion passed unanimously.

Clerk Bartlett requested the BOCC designate the Election Districts/Precincts noting this is required every two years by Wyoming statute. Gwynn also talked about election law changes taking effect this year including absentees changing from 45 days to only 28 and that party changes will be prevented from May 16, the first day of candidate filing through Primary Election Day.

Commissioner Irene moved to approve Resolution No. 2024 - 06 a Resolution Adopting official Voting Districts and Precincts for Carbon County, Wyoming. Vice Chairman Moore seconded and the motion passed unanimously.

**RESOLUTION NO. 2024 - 06**

**RESOLUTION ADOPTING OFFICIAL VOTING DISTRICTS AND PRECINCTS FOR  
CARBON COUNTY, WYOMING**

**WHEREAS**, the Sixty-sixth Legislature of the State of Wyoming has passed House Bill No. 100 with amendments, and such is now House Enrolled Act No. 0060 House of Representatives, wherein the boundaries for Senate District No. 11 and House Districts No. 15 and 47 have been established; and

**WHEREAS**, pursuant to Wyoming Statutes 22-7-101 through 22-7-105, the Board of County Commissioners with the advice and recommendation of the County Clerk, no later than its first meeting in May in every general election year shall divide the county into not more than thirty (30) election districts; and

**WHEREAS**, each district shall be designated by number, and

**WHEREAS**, election districts shall be changed only at this designated meeting; and

Whereas, the County Clerk has taken into consideration the action of the Sixty-sixth Legislature of the State of Wyoming, the wards as established by the City of Rawlins, and the one-man one-vote concept, and recommended to the County Commissioners of the County of Carbon that the districts be established as hereunto set forth on Exhibit "A", *Carbon County Election District Boundaries* and

**WHEREAS**, the Board of County Commissioners in and for Carbon County, Wyoming, hereby agree that such districts, precincts and any renumbering of precincts is in the best interests and convenience of the greatest number of electors involved, and such coincides with the boundaries of the municipality districts involved.

**NOW, THEREFORE, BE IT RESOLVED**, that the voting districts as set forth herein be adopted this date.

Dated this 16<sup>th</sup> day of April 2024.

Board of County Commissioners  
Carbon County, Wyoming  
-s- Sue Jones, Chairman

Attest:-s- Gwynn G. Bartlett, Carbon County Clerk

*See Exhibit A for full legal descriptions of each election district*

Clerk Bartlett requested authorization to apply for two grants. One is the federal Safe Streets and Roads for All grant for approximately \$200,000 to perform a study of the entire county's roads and bridges with a goal of preventing roadway deaths. This grant requires a resolution supporting a "Vision Zero" policy of having zero traffic related deaths and she presented the resolution for consideration. The second is for a Federal Lands Access Program (FLAP) grant. The deadline for this is April 30. Merchant McIntyre is assisting with both grants and identified the conflicting due

dates for the FLAP. The FLAP program's goal is to improve transportation facilities that provide access to or adjacent to federal lands. The program supplements local resources for public roads and transportation facilities with an emphasis on high-use recreation sites and economic generators. The goal would be to obtain funding for the Seminole Road.

Vice Chairman Moore moved to authorize the Chairman's signature on Resolution 2024-07 A Resolution of the County Commissioners of Carbon County, Wyoming Supporting a Vision Zero Policy in the County, and Supporting the Development of a Complete Streets Improvement Plan of Carbon County, which will accompany the Safe Streets and Roads for All Grant application and to authorize any commissioner to sign additional grant application documents as necessary. Commissioner Espy seconded and the motion passed unanimously.

#### **RESOLUTION NO. 2024 - 07**

#### **A RESOLUTION OF THE COUNTY COMMISSION OF CARBON COUNTY, WYOMING, SUPPORTING A VISION ZERO POLICY IN THE COUNTY, AND SUPPORTING THE DEVELOPMENT OF A COMPLETE STREETS IMPROVEMENT PLAN OF CARBON COUNTY.**

**WHEREAS**, tragically, between 2018-2022 approximately 52 people were killed in traffic-related accidents in Carbon County; and

**WHEREAS**, rural communities face a disproportionate risk of serious injuries and fatalities in connection with unique transportation challenges; and

**WHEREAS**, fatalities and serious injuries caused by traffic-related accidents are devastating and a serious public safety issue that necessitates public action; and

**WHEREAS**, the Carbon County recognizes that traffic-related fatalities and serious injuries are preventable and not inevitable and commits to working collaboratively with a diverse group of stakeholders in the County to continue to identify and implement evidence-based projects and programs that reduce the potential for serious traffic-related injuries and fatalities in our community.

**THEREFORE, BE IT RESOLVED BY COUNTY COMMISSIONERS OF CARBON COUNTY, THAT:**

**SECTION 1.** The above recitals are true, correct, and adopted hereby as findings, purpose, and intent of the County Commission.

**SECTION 2.** Carbon County supports the development of a Complete Streets Improvement Plan, a holistic and evidence-based plan that is aimed at ensuring the safe, adequate, and equitable accommodation of all users of the transportation in the County.

**SECTION 3.** Carbon County pledges to the goal of "Vision Zero," which commits to working towards the goal of zero deaths in the County by the year of 2040.

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

By: -s- Sue Jones, Chairman

Attest: -s- Gwynn G. Bartlett, Carbon County Clerk

Vice Chairman Moore moved to approve any commissioner to sign a grant application or other necessary documents for the Federal Land Access Program (FLAP) documents as needed pursuant to legal review as the deadline is April 30, which is before the next meeting. Commissioner Johnson seconded and the motion passed unanimously.

Clerk Bartlett stated she received a letter of resignation from Joyce Menke for the Carbon County Senior Services Board effective immediately and she presented a board application received from Dennis Carpenter for the Old Pen Joint Powers Board.

Commissioner Johnson moved to regretfully accept the resignation from Joyce Menke for the Carbon County Senior Services Board and direct the County Clerk to advertise the vacant position and to reappoint Dennis Carpenter to the Old Pen Joint Powers Board for 3-year terms expiring April 2027. Commissioner Espy seconded and the motion passed unanimously.

### **Road & Bridge**

Kandis Fritz, Road & Bridge Coordinator provided an update on area work including that crews continue to try open the south road through the forest.

### **Attorney**

Ashley Mayfield Davis, Carbon County Civil Attorney discussed a proposed lease for a hangar at the Dixon Airport noting she needs additional information due to the proposed size because the current proposed spot would not accommodate the proposed hangar. Chairman Jones discussed the additional activity the airport is seeing and is forecasted for the future with a flight school coming to the area, a guest ranch and locals wanting hangar sites. Chairman Jones proposed a public meeting in the future regarding all airport topics, likely to be held at the airport.

### **Rocky Mountain Power**

Shane Sibrel, Regional Business Manager of Rocky Mountain Power gave a presentation on project updates. Brian Smith and Lane Anderson were also present. Mr. Smith updated the board on the Gateway South Transmission Line stating line construction is almost complete with reclamation occurring this summer. They have begun expansion of the Aeolus substation with transformers being delivered early. He will be working with Ms. Fritz on delivery of those on county roads. The Gateway West D1 project is approximately 60% complete with the work in Carbon County completed in September followed by reclamation. They will continue work at the Heward Substation to be complete around September.

The BLM permit application for Anticline-Shirley Basin 500kV line has been accepted and they are formalizing the scope of work on that project. There is a northern route causing issues for some individuals. They do have alternatives identified at this time. They anticipate construction to begin in the early 2030's.

Mr. Smith also provided a report regarding tax payments and that he plans to compile information for the BOCC.

Mr. Anderson discussed Rock Creek I and Rock Creek II noting construction has begun with commissioning of 32 turbines at project I in 2024 with over 60 for project II in 2025 most of which are in Albany County. Wind power projects include Foote Creek North that began June 2022 with construction completion anticipated this summer. Finally, Rock River I with turbine delivery in May 2024 with completion December 2024. He discussed some economic benefits \$700,000 wind tax, \$500,000 sales tax plus \$634,000 impact assessment they paid and \$2 million sales tax for various projects.

### **Information Technology**

IT Director, Matt Webster reported the current work order software used by his department and buildings & grounds, Dude Solutions, will no longer be developed by the vendor. The cost is \$13,763.32 a year and he recommended switching July 1, after our Dude contract expires to a similar system for \$10,800 per year for both departments. He and Manager Jeff Askins have evaluated the software and feel it will work for their needs. The BOCC authorized Matt to move forward with the change.

Commissioner Espy moved to waive procurement based on Matt's comparisons and quotes of various software and allow IT and Buildings & Grounds to purchase a new work order system. Vice Chairman Moore seconded and Commissioner Johnson asked how much Matt knows about the proposed software. Matt stated a current employee in his office has used the proposed software in the past and this, compared to other systems, had the lowest learning curve. Vice Chairman Moore asked why Dude Solutions is no longer being updated and Matt stated that another company bought them out and they are pushing another solution and consolidated products. The motion passed unanimously.

### **Planning and Development**

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator encouraged PacifiCorp representatives to obtain a county building permit for their projects when required noting she sent them information on this.

### **Treasurer**

Treasurer Lindsey West reported the 2023 property tax refund program applications are available now with a slight change to income limits. She encouraged property owners to contact her office or the WY Department of Revenue.

### **COMMISSIONER & CITIZEN DISCUSSION**

Vice Chairman Moore reported that on April 11 the Alliance for Historic Wyoming had an article regarding the National Historic Preservation Area. He took interest in the WY County Commissioners Association call where Senator Barrasso called in personally.

Commissioner Espy reported that he continues to work on Old Growth Forest issues and stated he will be at the Western Interstate Region Conference in CA therefore cannot attend the first May BOCC meeting.

### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 3:37 p.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, May 21, 2024, at 2:00 p.m. at the Encampment Opera House located in Encampment, 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](http://www.carbonwy.com) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.