

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

**Tuesday, September 2, 2025, 9:00 a.m.
Carbon Building – Courthouse Annex
215 W. Buffalo St., Second Floor, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, September 2, 2025, at 9:00 a.m. at the Carbon Building – Courthouse Annex in Rawlins, WY. Attending the meeting were Chairman, R. Travis Moore, Vice Chairman Gwynn Bartlett, Commissioners John Johnson, John Espy and Sue Jones.

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

ADDITIONS / CORRECTIONS

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

VOUCHERS

Vice Chairman Bartlett moved to approve the report of expenditures in the amount of \$232,758.06 for an aggregate total today of \$232,758.06. Commissioner Espy seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
Amazon Capital Services	Misc. Charges	\$133.44
Anydesk Americas Inc	New Remote Access Software	\$958.80
APG Media of the Rockies	Subscription Fees	\$187.92
AT&T Mobility	County & OEM Mobile Service	\$294.72
AvFuel Corporation	Aviation Fuel	\$14,165.10
Black Hills Energy	Gas Service	\$4,937.56
Bomgaars Supply	Grabber Sticks & K9 Dog Supplies	\$62.55
CAMFIL, Usa Inc	Filters	\$333.37
Carbon County Comet	Misc. Ads	\$1,225.80
Carbon County Library	Monthly Outside Agency Payment	\$13,704.33
Carbon County Museum	Monthly Outside Agency Payment	\$8,333.33
Carbon County Senior Services	Monthly Outside Agency Payment	\$14,583.33
Charter Communications	Jail Cable	\$350.59
CIDNET	Data Purchased by a Facility	\$750.00
Coal Creek Law	Legal Services	\$1,255.00
Cohero	Case Management Implementation	\$2,448.00
Couch II, Wayne M.D	County Health Officer 25-26	\$537.63

Daikin Applied	Filter Drier Repairs	\$674.62
Dixon, Town of	Water/Sewer Services	\$308.00
Grainger	Brass Key Blank	\$14.05
Gulbrandson, Kimberly A.	Mileage Reimbursement	\$8.80
Haver, Emily L.	Travel Expense Reimbursement	\$87.35
Hays, Patricia	Mileage Reimbursement	\$67.10
High Plains Power	Electricity Services	\$498.06
Hughes, Chris	Mileage Reimbursement	\$9.90
I80 Towing	Vehicle Tow Fees	\$840.00
Imprivata, Inc.	IT Cybersecurity	\$14,312.74
Jack's Body & Fender Repair	Abandoned Vehicle Tow Charges	\$3,056.00
Johnson Auto Plaza of Laramie	Recall/AC Repair	\$462.03
Knowbe4, Inc.	Cyber Security Training	\$5,552.00
Marquez, Sunny	Elec. Monitor Refund	\$849.50
Mckesson Medical-Surgical	Misc. Medical Supplies	\$263.27
Merck Sharp & Dohme Corp.	Gardasil Vaccine	\$3,014.73
Montoya, Andrew	Interior, Exterior Fair Grounds Bath House	\$8,500.00
Napa - Saratoga	Misc. Parts & Supplies	\$96.15
NMS Labs	Toxicology	\$251.00
Norco, Inc.	Kleenex/ Toilet Paper	\$225.86
Noregon Systems LLC	S-Pro Vehicle Diagnostic Software	\$2,199.00
Offender Watch	Community Notifications	\$43.68
O'Reilly Auto Parts	Misc. Auto Parts & Supplies	\$319.94
Parker, Elizabeth	Mileage Reimbursement	\$207.85
Perkins Oil Co.	Def Fluid	\$141.52
Personnel Evaluation, Inc.	Web-Based Pep Tests	\$100.00
Pye-Barker Fire Safety	Sprinkler Inspection	\$290.00
R.P Lumber Company, Inc.	Misc. Lumber & Supplies	\$2,253.99
Rawlins Automotive	Misc. Auto Parts & Supplies	\$1,583.45
Rawlins Eastside Carwash	Carwash Fees	\$71.61
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$317.72
Rawlins Pack and Ship LLC	Shipping Fees	\$70.89
Rawlins, City of	Landfill Charges	\$154.80
Reliable Truck Repair LLC	Transmission Service	\$563.00
Sanders, Jeff	Refreshment Reimbursement	\$14.49
Saratoga Sun	Abandoned Car Sale Notification	\$160.00
Schaeffer Mfg. Co.	2, 55 Gallon Drum of High Performance Oil	\$5,088.05
Shively Hardware	Misc. Parts & Supplies	\$131.55
South Central WY EMS	Quarterly Outside Agency Payment	\$11,432.50
Squirrel Tree Automotive LLC.	Rotate And Balance Tires	\$134.56
Staples Advantage	Binder Clips & Staplers	\$44.34

State of Wyoming A & I	Mainframe Access Fee	\$62.44
Stericycle, Inc.	Subscription	\$54.66
Still House Blues	DJ Services	\$525.00
Stinker Stores Inc.	Fuel	\$562.43
Stroud, Scott	Elec Monitor Refund	\$841.00
Summit Food Service	Jail Meals	\$13,151.70
Swanson Services Corporation	Jail Commissary Supplies	\$1,044.40
Swanson, Rachel A.	Meals/Mileage Reimbursement	\$416.41
Terminix	Monthly Service	\$193.00
Terra GIS	Web Map Services 6/01-9/30	\$3,200.00
The Product Center	Imaging Unit	\$566.97
The Quik Lube	Vehicle Service	\$48.00
Tyler Technologies Inc.	Tyler Web Hosting	\$3,917.20
UPRSWDD	Garbage Services	\$152.00
Voiance Language Srvc. LLC	Interpretation Services	\$126.75
WACO	Waco Conference	\$275.00
Wiant, James	Gravel	\$4,200.00
Wille, Ron	Gravel	\$1,280.00
Wilson, Karon	Mileage Reimbursement	\$23.10
WLC Engineering	County Rd 401 Project	\$6,292.87
WY Dept of Health	4th Quarter TANF 24-26 & Nurse Salary	\$43,679.00
WY Dept of Transportation	BROS Bridge 203	\$43.15
WY Machinery Company	Misc. Parts & Labor	\$722.79
WY Rents, LLC	Heavy Machinery Rental	\$4,675.00
WY Cleaning & Solutions LLC	Monthly Janitorial Services	\$14,800.00
Young, Tracy	Prevention Services	\$3,000.00
Zumbrennen Electric Inc.	Electrical Repairs Sheep Barn	\$229.62

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda, noting any item could be removed for separate action. Clerk Smith noted the consent agenda includes the minutes from the Commissioner's meeting held on August 19, 2025, and monthly receipts from Planning and Development Department in the amount of \$2,780.00. Commissioner Johnson seconded and the motion passed unanimously.

EMPLOYEE RECOGNITION

Vice Chairman Gwynn Bartlett stated that the Board of Carbon County Commissioners purchased a beef at fair a couple weeks ago with their personal funds. One-half of the beef was donated to the Youth Crisis Center and, to show their deep appreciation for county employees they will be giving away 4 bundles out of the other half to county employees, department heads and elected officials. Vice Chairman Bartlett drew 4 names from the bingo roller and they were as follows:

Kaitlin Lopez with Sheriff's Office, Kyle Munson with the Sheriff's Office, Dawnette Spaulding with the Sheriff's Office, and County Clerk Lisa Smith who will donate her winnings to the clerk staff. On behalf of the entire board they wanted to let all county employees know on how grateful they are for all their hard work in keeping the County running efficiently.

ELECTED OFFICIALS & DEPARTMENT HEADS

Clerk

Lisa Smith, County Clerk, presented a board application that was received from Lindy Glode for the Library Board.

Vice Chairman Bartlett moved to appoint Lindy Glode to the Carbon County Library Board of Directors for an unexpired 3-year term ending June 2026. Commissioner Johnson seconded and the motion passed unanimously.

Clerk Smith presented an amendment to a contract for board approval and Chairman's signature.

Vice Chairman Bartlett moved to approve Amend One to the Contract between WY Department of Family Services and Carbon County Commissioners for Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) to increase the total contract dollar by \$12,500.00 and extend the term of the contract through September 30, 2026. Commissioner Jones seconded and the motion passed unanimously.

Clerk Smith discussed an email that she received from Scott Wheeler requesting consideration of approving a Letter of Support from the Carbon County Commissioners regarding his efforts at honoring Lawrence Welk, Myron Floren during the 70th Anniversary year of "The Lawrence Welk Show's" national debut. The letter would acknowledge and honor the positive contributions to Music, Television, and through that to America of Lawrence Welk, Myron Floren, and the cast and staff of the "Lawrence Welk Show" from across America who made positive contributions.

Clerk Smith requested that Chairman Moore's signature be ratified on a grant agreement for Rawlins Airport.

Commissioner Espy moved to ratify the Chairman's signature on the Federal Aviation Administration Airport Improvement Program (AIP) Grant Agreement for Rawlins Municipal/Harvey Field Airport that was signed on August 25, 2025. Vice Chairman Bartlett seconded and the motion passed unanimously.

Attorney

Ashley Davis, Deputy County Civil Attorney discussed whether the County would like to be a party to the National Opioids Secondary Manufacturers Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun and Zydus.

Commissioner Espy moved to approve and authorize Vice Chairman Bartlett to electronic sign as administrator the Secondary Manufacturers' Combined Subdivision Participation and Release from and the OneWyo II Opioid Settlement Memorandum of Agreement to participate in the National Opioids Secondary Manufacturers Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun and Zydus. Commissioner Jones seconded and the motion passed unanimously.

Attorney Davis discussed the upcoming credit card and meal policy with the BOCC and asked for any additional input prior to drafting the final version for their approval. Commissioner Johnson suggested if an association or training is providing a meal that the employee should utilize that option. They agreed to move forward now and consider a meal per diem for the county personnel policy as an option in the future.

Commissioners

Vice Chairman Gwynn Bartlett presented a grant application and a resolution for an elevator upgrade at Memorial Hospital of Carbon County for board approval and Chairman's signature.

Commissioner Espy moved to authorized Vice Chairman Bartlett's signature on the State Land and Investments Mineral Royalty Grant Application upon completion. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Espy moved to approve and authorize the Chairman's Signature on Resolution 2025-23, A Resolution Authorizing Submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board on Behalf of the Governing Body for Carbon County, WY for the Purpose of Upgrading One Elevator at the Memorial Hospital of Carbon County. Commissioner Johnson seconded and the motion passed unanimously.

RESOLUTION NO. 2025-23

A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR CARBON COUNTY, WY FOR THE PURPOSE OF UPGRADING ONE ELEVATOR AT THE MEMORIAL HOSPITAL OF CARBON COUNTY

WHEREAS, the Governing Body for Carbon County, Wyoming desires to participate in the Federal Mineral Royalty Capital Construction Account Grant program to assist in financing this project; and

WHEREAS, the Governing Body of Carbon County, Wyoming recognizes the need for this project; and

WHEREAS, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of Carbon County, Wyoming plans to match the requested Federal Mineral Royalty Capital Construction Account Grant for the following source: Carbon County General Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF CARBON COUNTY, WYOMING that a grant application in the amount of \$500,000.00 be submitted to the State Loan and Investment Board for consideration at their February 6, 2026 meeting to assist in funding the Memorial Hospital of Carbon County Elevator Upgrade.

BE IT FURTHER RESOLVED, that Gwynn Bartlett, Vice Chairman of the Board of Carbon County Commissioners are hereby authorized representatives of Carbon County, Wyoming to act on behalf of the Governing body on all matters related to this application.

PASSED, APPROVED AND ADOPTED THIS 2nd DAY OF SEPTEMBER 2025.

-s- R. Travis Moore, Chairman

Attest: -s- Lisa M. Smith, Carbon County Clerk

Attorney Davis presented a contract for board approval and Chairman's signature. She detailed some issues with the insurance portion of the contract and is reaching out to the AG's Office for further clarification if this is an error. She is recommending holding off signing until she gets that clarification.

Commissioner Espy moved to approve and authorize the Chairman's signature on the Contract between Wyoming State Parks and Cultural Resources and Carbon County – Carbon County 250 Committee for the purpose of setting forth the terms and conditions by which the Carbon County 250 Committee shall expend the Semi quincennial Grant Program funds for the Carbon County Journey to 250 project for a term of September 30, 2025 through June 30, 2026 and in the amount not to exceed \$10,000.00 pending recommendation of the County Attorney after final review. Commissioner Jones seconded and the motion passed unanimously.

Public Health

Amanda Brown, Public Health provided an update for her office related to vaccines and grant related items.

IT

Matt Webster, IT Director provided an update for his office

Emergency Management

Lenny Layman, Emergency Manager discussed the recent power outage and acknowledged MHCC and their staff for contacting him to assist. He discussed the Critical Resource Management process and its importance and is requesting a written document for the BOCC to endorse this process going forward. Mr. Layman will form a board with outside agencies with Chairman Moore being the county representative and Attorney Davis will draft a letter.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 9:52 a.m. with Clerk Smith, Ashley Mayfield Davis, and Kandis Fritz to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Bartlett seconded and the motion passed unanimously.

Kandis Fritz left at 10:22 a.m. and Lenny Layman joined the executive at 10:23 a.m.

Lenny Layman left the executive session at 10:39 a.m.

Memorial Hospital of Carbon County board members Rod Wackerlin, Gerry Steele, and Stephanie Chiu as well as COO Stephanie Hinckle and CEO Kerry Ashment joined the executive session at 11:00 a.m.

Commissioner Espy moved to come out of executive session at 12:09 p.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Bartlett seconded and the motion passed unanimously.

Road & Bridge

Kandis Fritz, Road & Bridge Coordinator discussed a letter that was received on August 15 from the Wyoming Office of State Lands and Investments regarding grant of easements on county roadways across state lands.

During the 2025 General Session, the Wyoming State Legislature passed House Enrolled Act No. 59 ("the Act"), concerning easements for county and municipal roads established before January 1, 2025, on state or school lands. The Act grants perpetual, cost-free easements to counties and municipalities for these existing rights-of-way. The Act also requires the Director of the Office of State Lands and Investments ("OSLI") to provide a list of all county roads and municipal roads for which easements were granted by the Act to all counties, cities, and towns. To conform with the Act, OSLI has put together preliminary lists of county and municipal roads that appear to cross state lands and do not have a current grant of easement.

Ms. Fritz is going to work with the Land Office to obtain any easement records for the 29 County Roads that OSLI does not have an active easement on record.

Vice Chairman Bartlett moved to approve and authorize the Chairman's signature to the Wyoming Office of State Lands and Investments regarding grant of easements on county roadways across state lands. Commissioner Espy seconded and the motion passed unanimously.

Lenny Laymen, Emergency Manager requested and received approval to requote the scope of work for a generator at the multiplex for use at the multiplex.

Mr. Laymen requested and received approval to submit the Emergency Management Performance Grant (EMPG) 2025 application.

UW Extension Office – next meeting

Emily Haver, University of Wyoming Extension Ag and Natural Resources Educator provided an update for her office and discussed the Cent\$ible Nutrition Program has been dismantled nationwide due to the lack of federal funding.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 12:19 p.m. Vice Chairman Bartlett seconded, and the motion passed unanimously.

The regular meeting of this Board will be held Tuesday, October 7, 2025, 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 listen online at the website listed below. To be placed on the agenda, call the Clerk's Office by Thursday before the meeting. Per Wyo. Stat. §18-3-516(f), access to county information can be obtained at www.carboncountyyw.gov or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.