

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

**Tuesday, October 7, 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, October 7, 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 Espy and Sue Jones. Commissioner John Johnson attended via teams.

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

**ADDITIONS / CORRECTIONS**

Vice Chairman Bartlett moved to approve the agenda as presented. Commissioner Jones seconded and the motion passed unanimously.

**VOUCHERS**

Vice Chairman Bartlett moved to approve payment to Sunrise Sanitation in the amount of \$75.00. Commissioner Espy seconded and the motion passed with all voting for the motion except Commissioner Jones who abstained due to personal conflicts.

Vice Chairman Bartlett moved to approve the report of expenditures in the amount of \$839,523.14 for an aggregate total today of \$839,598.14. Commissioner Espy seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
3N Weed & Pest	Spray Willows & Brush on Co. Roads	\$1,190.00
71 Construction	CR 401 Sage Creek Repairs	\$420,508.91
Advanced Network Mgmt., Inc.	Abnormal Email Filtering	\$27,561.94
Amazon Capital Services	Band Saw	\$289.00
APG Media of the Rockies	CCSO Advertising Fee	\$187.92
Ardurra	GIS Services	\$2,052.50
AT&T Mobility	County Mobile Service	\$319.59
AT&T Mobility - SEI Processing	CCSO MDT Service	\$1,062.35
Baggs, Town of	Water Service	\$184.60
Bartlett, Gwynn	Hospital Grant Application Postage	\$32.59
Battson, Brianna	Meal & Mileage Reimbursement	\$189.09
Bisceglia, Debra	Circuit Court Jury Trial Bailiff	\$75.00
Black Hills Energy	Gas Service	\$5,254.68
Bob Barker Company, Inc.	Socks & 2 Chest Sets	\$138.28

Buchanan, Karen	Mileage Reimbursement	\$66.00
Carbon County Comet	BOCC Meeting Minutes Publication	\$1,339.20
Carbon Co. Council of Gov.	2025 Dues	\$200.00
Carbon County Fair Board	Rental Fees	\$8,636.00
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
Casper Winnelson Co.	Misc. Plumbing Supplies	\$1,438.74
CDW Government, Inc.	Docking Stations	\$617.10
Charter Communications	Jail Cable	\$350.59
CIDNET	Data Purchased	\$2,850.00
Couch II, Wayne M.D.	County Health Officer 25-26	\$833.33
DBT Transportation Services LLC	AWOS Maintenance	\$3,471.50
Dell Marketing L.P.	42 Dell Laptops	\$39,990.42
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,606.00
Dixon, Town of	Water/Sewer Services	\$308.00
Enbridge Gas UT WY ID	Gas Services	\$6.70
Encampment, Town of	R&B Water	\$107.00
ETG Systems Inc.	Fire Alarm Monitoring System	\$1,292.37
F & S Trucking, Inc.	Hauling Roto mill to Hanna Draw CR 291	\$24,033.75
First American Title Ins. Co.	Title Searches	\$750.00
Frontier Upfitting	Labor & Grille Light Replacement	\$350.00
Galls/Quartermaster	Shoulder Patches	\$455.99
Graphic Business Solutions, LLC	Envelopes	\$504.86
Guardian Alliance Technologies	Software License	\$195.00
Gulbrandson, Kimberly A.	Mileage Reimbursement	\$55.00
Hagan, Walter	Circuit Court Jury Trial Bailiff	\$75.00
Hanna, Town of	Water Service	\$258.76
Harkins, Sarah	Meal & Mileage Reimbursement	\$328.20
Higgins Auto and Repair	Brake Pad and Rotor Replacement	\$1,532.68
High Plains Power	Electric Service	\$430.97
Hughes, Chris	Mileage Reimbursement	\$16.50
Jack's Body & Fender Repair	Towing Service	\$5,964.00
Jeffrey Center Board	Jeffrey Center Rental Fees	\$2,125.00
Johnson Auto Plaza of Laramie	Vehicle Service/Brakes/Ball Joints	\$5,532.56
Kilburn Tire Company	Tire Balance	\$259.80
Kone Elevators Escalators	Elevator Repairs Courthouse	\$9,240.40
Kurtak, Karen	Mileage Reimbursement	\$62.70
Lifetime Benefit Solutions, Inc.	Cobra Buy Up Fee	\$35.00
Martinez, Natasha K., P.C.	Legal Services	\$630.00
McKesson Medical-Surgical	Jail Medical Supplies	\$908.69

McNees, James	Mileage Reimbursement	\$77.00
Merchant McIntyre & Assoc. LLC	Monthly Retainer	\$16,000.00
Morse, Kimberley	Mileage Reimbursement	\$175.00
Moss, Barbara	Mileage Reimbursement	\$52.80
Motorola Solutions	Flex Spillman Mobile	\$14,619.35
MPM Corp / Evergreen Disposal	Trash Service	\$110.00
Napa - Saratoga	Misc. Auto Parts	\$297.82
Noggin Guru, Inc.	Planning Training & Education	\$396.00
Norco, Inc.	Cylinder Rental & Misc. Paper Supplies	\$1,458.47
Offender Watch	Community Notification Card	\$73.32
O'Reilly Auto Parts	Misc. Auto Parts	\$518.78
Out Doors	Garage Door Maintenance	\$400.00
Parker, Elizabeth	Mileage Reimbursement	\$107.14
Perkins Oil Co.	Def Fluid	\$297.19
Personnel Evaluation, Inc.	Pep Testing Fee	\$25.00
Perue Printing	Window Envelopes	\$1,039.50
Rawlins Automotive	Misc. Auto Parts & Supplies	\$3,014.39
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$392.69
Rawlins Hardware - 5465	Paper Rags	\$28.98
Rawlins Pack and Ship LLC	Shipping Fee	\$31.48
Rawlins, City of	Water Services & Landfill Fees	\$9,414.88
RDO Equipment Co.	John Deere Filters/Bushing/Misc Parts	\$2,363.76
Rice - Prior, Denise	Mental Health Services	\$1,150.00
Rocky Mountain Reserve	Participant Fees	\$966.00
Savery Creek Enterprises Inc	Retainage CR270 Bridge Project	\$29,716.00
Shepard, Carson	Reset Switch Unit/Labor	\$1,120.00
Shippy Solutions LLC	Legal Services	\$40.00
Shively Hardware	Misc. Parts & Supplies	\$26.35
Skyline Motors, Inc.	Mirror	\$71.18
Slow & Steady Law Office, PLLC	Legal Services	\$8,010.00
Smith, Brett	Employee Appreciation Clothing	\$110.00
Staples Advantage	Misc. Office Supplies	\$75.17
State of Wyoming A & I	Mainframe Access	\$62.44
Stericycle, Inc.	Subscription	\$54.66
Stinker Stores Inc.	Fuel	\$6,305.00
Summit Food Service	Jail Meals	\$13,909.26
Sunrise Sanitation Service, LLC.	Trash Services	\$75.00
Swanson Services Corporation	Jail Commissary Supplies	\$2,316.22
Swanson, Rachel A.	Mileage Reimbursement	\$198.00
Terminix	Monthly Service	\$193.00
The Quik Lube	Oil/Filter/Labor	\$79.55

Tonkovich, Andrea	Mileage Reimbursement	\$46.20
Triple X Contracting, Inc.	Garbage Services	\$260.00
United States Postal Service	Postage	\$10,000.00
University of WY Extension	Salaries	\$18,566.50
UPRSWDD	Trash Service	\$152.00
Valence Health Corp	Physical Exam CCSO Deputy	\$125.00
Webb, Julie	Fair Help	\$565.00
Weiland, Helen	Mileage Reimbursement	\$69.30
Wex Bank	Fuel	\$2,165.32
Wille, O.R.	Mileage Reimbursement	\$82.50
WLC Engineering	CR 401 Sage Creek Repairs	\$21,191.19
Wohl, Judith	Mileage Reimbursement	\$239.80
WY Dept of Transportation	Transfer 2025 Chevrolet Plates	\$6.00
WY Machinery Company	Service, Parts & Labor	\$2,593.60
WY Cleaning & Solutions LLC	Monthly Janitorial Services	\$15,150.00
Y2 Consultants, LLC	Project Management	\$2,007.00
Young, Tracy	Prevention Services	\$4,125.00

## **CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda, noting that any item could be removed for separate action. Clerk Smith noted the consent agenda includes the minutes from the Commissioner's meeting held on September 16, 2025; monthly receipts from Planning and Development in the amount of \$7,250.00, Carbon County Clerk's Office in the amount of \$23,195.75 and Clerk of District Court in the amount of \$3,079.00; and a bond for Angie E. Hobbs, Council Member for the Town of Elk Mountain in the amount of \$25,000.00. Vice Chairman Bartlett seconded and the motion passed unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

### **Planning and Development**

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented an award to honor Jay Grabow for his selfless devotion to the betterment of Carbon County for 12 years of services on the Carbon County Planning and Zoning Commission.

### **Certifications**

Ms. Rowan presented a Certification of Recommended Action for Replat Sub Case #2025-01 – Victor Gallagher (Old Baldy Village 5<sup>th</sup> Ad.); Replat Sub Case #2025-02 – Frank Semple (Old Baldy Village 5th Ad.); and Z.C. Case #2025-04 – Has-See Inda, LLC.

Vice Chairman Bartlett moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Replat Sub Case #2025-01 – Victor

Gallagher(Old Baldy Village 5<sup>th</sup> Ad.); Replat Sub Case #2025-02 – Frank Semple (Old Baldy Village 5<sup>th</sup> Ad.); and Z.C. Case #2025-04 – Has-See Inda, LLC and schedule a public hearing for November 18, 2025 at 11:30 a.m. at the Carbon Building-Courthouse Annex in Rawlins, Wyoming. Commissioner Espy seconded and the motion passed unanimously.

### **Sheriff**

Alex Bakken, Carbon County Sheriff, provided an update on his department. He spoke about the recent accident involving dispatcher Lucero Pena and that his office is conducting a fundraiser for her. He discussed the lack of forest service rangers and the Sheriff's office assistance and the avalanche program.

### **UW EXTENSION - NATIONAL 4-H WEEK PROCLAMATION**

Emily Haver, UW Extension Educator, 4-H Youth Development for Carbon County, presented a Proclamation for National 4-H Week. Chairman Moore read the proclamation and Ms. Haver shared their annual impact report for the UW Extension Office.

Commissioner Espy moved to declare October 5 –11 2025, National 4-H Week and to authorize the Chairman's signature on the Proclamation for National 4-H Week. Vice Chairman Bartlett seconded and the motion passed unanimously.

### **National 4-H Week Proclamation**

#### **Purpose**

To formally recognize the positive impact of 4-H, amplify the organization's professional youth development programs, and help generate public support, encourage community engagement and honor the contributions of 4-H members, volunteers and educators.

#### **Proclamation**

**WHEREAS**, this year's National 4-H Week theme, "Beyond Ready," reminds us that 4-H is building a ready generation in a world of change and equips young people with skills for the future while meeting them where they are today;

**WHEREAS**, 4-H is America's largest youth development organization, supporting six million youth across the country; and

**WHEREAS**, 4-H programs are delivered by the Cooperative Extension System – a community of more than 100 public land-grant colleges and universities across the Nation – that provides experiences for young people to learn by doing;

**WHEREAS**, 4-H is in every city and county in the United States and helps 6 million youth become engaged, successful and independent; and

**WHEREAS**, 4-H connects young people and adults to their communities, preparing them for work and life through experiential and inquiry-based learning while providing emerging research for positive youth development; and

**WHEREAS**, expanding from its strong agricultural roots, 4-H helps young people explore the world around them and grow into productive adults; and

**WHEREAS**, supporting future leaders in science, agriculture and community leadership is an important imperative for U.S. Department of Agriculture National Institute of Food and Agriculture 4-H program; and

**NOW, THEREFORE, WE**, do hereby proclaim October 5 –11 2025 as NATIONAL 4-H WEEK throughout Carbon County, Wyoming, and encourage all our citizens to recognize 4-H for the significant impact it has made and continues to make by empowering youth with the skills they need to lead for a lifetime.

**IN WITNESS WHEREOF**, we have hereunto set our hands on this 7<sup>th</sup> day of October 2025

-s- R. Travis Moore, Chairman  
On behalf of the Carbon County  
Board of County Commissioners

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

### **Emergency Management**

Vice Chairman Bartlett mentioned learning about the PBS alert system that is available statewide and is currently free. She asked Emergency Manager, Lenny Layman to look into this system further. He will reach out to WY Homeland Security and bring back information. Chairman Moore asked if there's a more tiered system for different notifications. Mr. Layman detailed these different types of notifications.

### **Public Health**

Amanda Brown, Public Health provided an update for her office. She provided an update on a grant funded position and discussed vaccine clinics that are available. Attorney Davis discussed a lease agreement she's drafting for office space for the prevention program employee in Encampment. She asked for the board's preference for approval of this lease agreement. The board agreed the county should be involved. Attorney Davis will bring this agreement for approval at the next meeting.

### **IT**

Matt Webster, IT Director, discussed the Granicus proposal for the public records request software.

Vice Chairman Bartlett moved to approve and authorize any commissioner to sign the Granicus proposal for the public records request software in the amount of \$14,902.50 for the first year with a 7% increase over the next three years pending legal review. Commissioner Jones seconded and the motion passed unanimously.

### **Building and Grounds**

Jeff Askins, Building and Grounds Manager, requested to have the Chairman's signature ratified on the Contract for Services with Sewer Pros for the Jeffrey Center Sewer Repair Project.

Commissioner Espy moved to ratify the Chairman's signature on the Contract for Services with Sewer Pros for the Jeffrey Center Sewer Repair Project in the amount of \$154,058.00 with a 5 year workmanship warranty that was signed on October 2, 2025, with an estimated completion date of October 31. Vice Chairman Bartlett seconded and the motion passed unanimously.

Commissioner Johnson asked about the brick repointing at the courthouse. Mr. Askins stated it's taking longer than anticipated. The work is supposed to be completed by December and this may need to be extended.

Attorney Davis asked if there's an update on the elevator at the courthouse. Kone is still working with engineers for procurement of the boards that are not functioning.

### **Road and Bridge**

Kandis Fritz, Road and Bridge Superintendent discussed a petition that she received regarding winter maintenance for a short section of the Weber Mesa Subdivision on Mesa Drive, which begins at the end of County Road 615 to the intersection of Mesa Drive and Mesa Road to support the relocation of a school bus stop serving families in the area.

Commissioner Espy looked at this request and stated that this will only open the county up to additional liability and would open the county up for similar requests for other private roads. Commissioners Bartlett and Jones agreed. Commissioner Johnson stated we have denied these requests in the past and need to be consistent. Ms. Fritz will send a formal response.

Ms. Fritz provided an update for graveling roads. She also detailed the need for a speed index survey for county road 401 through the forest. She stated the board could also set a different speed by resolution. Commissioner Johnson asked if it would be good to propose a resolution for speed reduction. Commissioner Espy stated this road will be closed soon due to weather and this will give Ms. Fritz time to address this and arrange a speed index survey in the spring. She also mentioned wanting to replace the steel delineator post with the tall flexible version.

Ms. Fritz stated they did not get their CMAQ funding this year. Commissioner Espy said it was unfortunate that WY DOT changed the application rules this year.

### **Clerk**

Lisa Smith, Carbon County Clerk, presented a letter that she received from Jay Grabow notifying her that he does not intend to reapply to the Planning and Zoning Commission once his term expires at the end of November.

Chairman Moore thanked Mr. Grabow for his dedication to the board and asked the Clerk to advertise this upcoming vacancy.

Clerk Smith presented a board application that she received for the Baggs Solid Waste Disposal District.

Commissioner Jones moved to reappoint Travis Harding to the Baggs Solid Waste Disposal District for a 3-year term ending August 2028. Vice Chairman Bartlett seconded and the motion passed unanimously.

Clerk Smith presented various renewal forms for Blue Cross Blue Shield of Wyoming for board approval and Chairman's signature.

Vice Chairman Bartlett moved to approve and authorize the Chairman's signature on COBRA rate verification forms, Blue Cross Blue Shield ASO Group Plan Changes and ASO Group Reopening Request. Commissioner Jones seconded and the motion passed unanimously.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:21 a.m. with Clerk Smith and Ashley Mayfield Davis, and Matt Webster to discuss personnel, potential litigation and other matters considered confidential by law. Matt Webster left at 10:35a.m. Vice Chairman Bartlett seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 11:02 a.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Bartlett seconded and the motion passed unanimously.

### **MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)**

Kerry Ashment, Chief Executive Officer, Stephanie Hinkle, Chief Operating Officer and Joy Coulston, Chief Financial Officer for Memorial Hospital of Carbon County provided a monthly update. Ms. Hinkle discussed a town hall they will be having Thursday, October 9. Ms. Coulson provided a financial update for the month. Mr. Ashment detailed they are applying for a Rural Health Transformation Program grant related to labor and delivery, dialysis and mental health. Vice Chairman Bartlett reminded them that Merchant McIntyre is available to help assist with any grants they might be looking into.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 11:20 a.m. with Clerk Smith and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Bartlett seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 12:02 p.m. noting no action was taken and the minutes be signed and sealed. Vice Chairman Bartlett seconded and the motion passed unanimously.

### **CITIZEN/COMMISSIONERS DISCUSSION**

Commissioner Jones went to the Mother Mountain Anglers fundraiser for the Encampment library. She said it was well attended. She provided an explanation of the property tax situation for those

in attendance. She also gave a shout out to Tom Mensik at the Carbon County Museum for all the museum's fundraising efforts.

Commissioner Johnson thanked Commissioner Jones for almost single handedly backfilling the libraries funding. He also thanked everyone for their calls while he was out.

Commissioner Espy attended the Western Regions Conference in California two weeks ago. He detailed the information he learned related to public lands and NEPA while there. He was also appointed NACO board member.

Vice Chairman Bartlett discussed the congressional land tour discussion at WACO and what it might look like in the future. There was discussion about potentially putting coroners in a peace officer category.

Chairman Moore recently volunteered for the Carbon County Higher Education Foundation Gala. He was pleased with the generosity of the community. He noted some advertisements for political type forums recently and he's glad people are taking more interest in coming together for key issues. He encouraged everyone to support their local school events.

## **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 12:18 p.m. Vice Chairman Bartlett seconded, and the motion passed unanimously.

The regular meeting of this Board will be held Tuesday, November 4, 2025, at 9:00 a.m. at the Carbon Building – Courthouse Annex in 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.carboncountywy.gov](http://www.carboncountywy.gov) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.