

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 19, 2013  
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, November 19, 2013 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were Chairman Leo Chapman; Commissioners Lindy Glode, Sue Jones and John Johnson; Deputy County Attorney Mike Kelly; and County Clerk Gwynn Bartlett. Vice Chairman John Espy was absent.

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

**ADDITIONS / CORRECTIONS**

Commissioner Glode moved to add an executive session after the Citizen/Commissioners Discussion. Commissioner Johnson seconded and the motion carried unanimously.

**VOUCHERS**

Commissioner Jones moved to approve the report of expenditures in the amount of \$284,728.50. Commissioner Glode seconded and the motion carried unanimously.

Commissioner Johnson moved to approve a bill to Sunrise Sanitation in the amount of \$60.00. Commissioner Glode seconded and the motion carried with all voting for the motion except Commissioner Jones who abstained due to a personal conflict.

Commissioner Johnson moved to approve payment to Rawlins Automotive in the amount of \$1,021.82, Shively Hardware in the amount of \$159.63 and True Value in the amount of \$260.77. Commissioner Jones seconded with all voting for the motion except Commissioner Glode who abstained due to personal conflicts.

Vendor	Detail Line Description	Total
ABEL, JULIE	BAGGAGE/MEALS	\$56.29
ALCO	SUPPLIES	\$114.30
AMERIGAS	PROPANE SERVICES	\$1,275.53
ASD HEALTHCARE	VACCINE	\$346.00
BAGGS, TOWN OF	WATER SERVICES	\$39.60
BANK OF COMMERCE (DEBIT CARD)	VARIOUS CHARGES	\$5,700.05
BARKHURST, RAY	MILEAGE	\$69.60
BEHAVIORAL INTERVENTIONS	ELECTRONIC MONITORING	\$277.50
BESEL, KEN	MILEAGE	\$24.00
BEST WESTERN COTTONTREE	MOTEL CHARGES	\$83.00
BI-RITE PHARMACY	PRESCRIPTIONS	\$1,531.42

BUILD RITE LUMBER SUPPLY	SUPPLIES	\$772.08
BURKHART, CINDY	SUPPLIES/MILEAGE	\$38.66
C & D FABRICATION	REPAIR/REPLACE VALVE HANDLE	\$30.00
CANDY MOUNTAIN	EQUIPMENT RENTAL/WATER	\$30.00
CARBON COUNTY SENIOR SERVICES	OCTOBER HEALTH SUBSIDY	\$2,500.00
CARBON COUNTY TREASURER	VARIOUS CASH ITEMS	\$799.61
CARBON POWER & LIGHT INC	ELECTRICAL SERVICES	\$2,280.04
CBM FOOD SERVICE	JAIL MEALS	\$6,537.30
CDW GOVERNMENT, INC.	TONER/BATTERY BACKUPS	\$1,442.24
CENTURYLINK	TELEPHONE SERVICES	\$360.82
CENTURYLINK-PHOENIX	TELEPHONE SERVICES	\$182.02
CHARTER COMMUNICATIONS	CABLE SERVICES	\$148.95
CLYDE, JASON	MILEAGE	\$193.00
CNA SURETY	BONDS	\$200.00
COMMUNITY RESOURCE CENTER	AGENCY DUES	\$25.00
COWDIN, JOHN	MILEAGE	\$32.40
DAILY TIMES	NEWSPAPER ADS	\$686.88
DALLIN MOTORS INC	OIL CHANGE	\$28.56
DEHART, ARIEL	MILEAGE	\$190.00
DIRTY BOYZ SANITATION, INC	GARBAGE SERVICES	\$207.00
DOI/BLM - ROCK SPRINGS	CARBON CEMETARY LEASE	\$250.00
DOMINOS PIZZA	MEALS	\$45.87
DUBOIS TELEPHONE EXCHANGE	TELEPHONE SERVICES	\$41.08
EICHENBERGER, MELISSA	MILEAGE	\$321.50
ELK MOUNTAIN CONOCO	FUEL	\$259.47
ELK MOUNTAIN, TOWN OF	SERVICE AGREEMENT/WATER SERVICES	\$554.50
ENCAMPMENT, TOWN OF	WATER SERVICES	\$77.00
ENGSTROM, JAMES D. DDS	DENTAL SERVICES	\$2,500.00
EVANS, JULIE	MILEAGE	\$25.20
FARMER BROTHERS COFFEE	SUPPLIES	\$186.26
FASTENAL	SUPPLIES	\$27.79
FEDEX	POSTAGE	\$24.75
FORSTER LANDSCAPE & CONSTRUCTION, INC.	WINTERIZE SYSTEMS	\$1,175.00
FREMONT MOTORS - RAWLINS	VEHICLE MAINTENANCE	\$1,343.70
GCR ELECTRONICS, LLC	SITE RENTALS	\$900.00
GRAINGER	SUPPLIES	\$221.77
GREGORY, RICHARD	TIRE REPLACEMENT	\$42.50
HAGOOD, VICKI	MILEAGE	\$149.50
HANNA, TOWN OF	WATER SERVICES	\$304.53
HEADS WEST SANITATION	HAUL SEPTIC	\$255.00
HEMOCUE	TEST STRIPS	\$207.00
HERNANDEZ, RONDA	INTERPRETER SERVICES	\$50.00

HILLCREST SPRING WATER, INC.	EQUIPMENT RENTAL	\$28.00
HILLTOP LUBE & AUTOMOTIVE	VEHICLE MAINTENANCE	\$1,329.76
HI-TECH AUTO	VEHICLE MAINTENANCE	\$162.88
INFORMATION SYSTEMS CONSULTING	LOCAL AREA NETWORK	\$9,043.50
J H KASPAR OIL COMPANY	FUEL/OIL	\$8,701.69
JACKALOPE PRINTING	SUPPLIES	\$58.89
JERRY'S DONUTS	DONUTS	\$31.47
KAISLER, TODD	MILEAGE	\$54.00
KILBURN TIRE COMPANY	OIL CHANGE/WIPER BLADES	\$195.12
KINETIC LEASING	HVAC SYSTEM LEASE	\$88,063.00
KTGA/KBDY	RADIO ADS	\$410.00
L & L ELECTRIC	ELECTRICAL MAINTENANCE	\$765.45
LEXBO LLC	OFFICE RENTAL	\$500.00
MADDOX, TROY	MILEAGE	\$34.80
MADER, TSCHACHER, PETERSON & CO.	AUDIT SERVICES	\$22,000.00
MATTHEW BENDER & CO, INC.	WY COURT RULES	\$42.44
MEDICINE BOW HEALTH CENTER	OCTOBER HEALTH SUBSIDY	\$500.00
MEDICINE BOW, TOWN OF	WATER SERVICES	\$150.00
MERBACK AWARD COMPANY	PLAQUE	\$82.35
MILLER, JIM	MILEAGE	\$61.20
MOORE MEDICAL CORP.	SUPPLIES	\$677.60
MPM CORP / EVERGREEN DISPOSAL	GARBAGE SERVICES	\$120.00
MY OFFICE ETC.	OFFICE SUPPLIES	\$196.57
NEVE'S UNIFORMS	SHERIFF UNIFORMS	\$270.79
NORCO, INC.	CYLINDER RENTAL	\$848.20
PATHFINDER LAW OFFICES LLC	LEGAL SERVICES	\$2,267.00
PENCE AND MACMILLAN LLC	LEGAL SERVICES	\$459.02
PERKINS OIL CO	FUEL	\$3,599.34
PERSONNEL EVALUATION, INC.	PERSONNEL EVALUATIONS	\$60.00
PERUE PRINTING	ENVELOPES	\$168.00
POSITIVE PROMOTIONS	STICKERS	\$143.40
QUALITY LANDSCAPE & NURSERY, INC	WINTERIZE SYSTEMS	\$85.00
QUEST DIAGNOSTICS	RANDOM DRUG SCREENING	\$45.50
QUILL CORPORATION	SUPPLIES	\$304.99
RADAR SHOP, THE	RADAR RECERTIFICATIONS	\$1,062.00
RAWLINS AUTOMOTIVE	SUPPLIES	\$1,021.82
RAWLINS FIRE EXTINGUISHER	EXTINGUISHER INSPECTIONS	\$175.00
RAWLINS GLASS	WINDSHIELD REPAIR	\$40.00
RAWLINS, CITY OF	WATER SERVICES	\$571.00
RESERVE ACCOUNT	POSTAGE	\$10,000.00
RICOH USA INC	IT COPIERS	\$1,250.36
RICOH USA, INC	IT COPIERS	\$4,963.74
ROBIDOUX BROTHERS	OIL CHANGE	\$72.50

ROCKY MOUNTAIN POWER	ELECTRICAL SERVICES	\$11,607.34
ROWAN, KRISTY	SUPPLIES	\$11.27
RYAN ELECTRONICS INC	PAGERS/CONTRACT FEE	\$7,053.88
SAFEGUARD BUSINESS SYSTEMS	ACCTS PAYABLE/PAYROLL CHECKS	\$600.27
SARATOGA AUTO PARTS, INC.	SUPPLIES	\$490.33
SARATOGA SUN	NEWSPAPER ADS	\$84.40
SARATOGA, TOWN OF	WATER SERVICES	\$116.43
SATCHCO TREE TRIMMING & CONSTRUCTION	SNOW REMOVAL	\$35.00
SCHAEFFER MFG CO	OIL	\$999.35
SECURENET SYSTEMS INC	BOCC MEETING STREAMING	\$99.00
SHEPARD'S	FUEL	\$3,801.06
SHIVELY HARDWARE	SUPPLIES	\$159.63
SHOPKO	SUPPLIES	\$259.99
SPILLMAN TECHNOLOGIES	SOFTWARE MAINTENANCE	\$25,925.00
STATE OF WYOMING A & I	TITLE OFFICE MAINFRAME ACCESS	\$11.44
SUNRISE SANITATION SERVICE, LLC.	GARBAGE SERVICES	\$60.00
SWEET KATEES	CRISIS CENTER OPEN HOUSE	\$1,009.00
SWEETWATER COUNTY SHERIFF'S OFFICE	INMATE HOUSING/MEDICAL	\$762.47
SWISHER HYGIENE FRANCHISEE TRUST	CLEANING SUPPLIES	\$301.62
TERMINIX	PEST CONTROL	\$726.00
THOS. Y. PICKETT & CO., INC.	CONTRACT INSTALLMENT	\$5,500.00
TRADING POST	FUEL	\$75.89
TRUE VALUE OF RAWLINS	SUPPLIES	\$260.77
UNION TELEPHONE COMPANY	TELEPHONE SERVICES	\$2,359.84
US BANK	VARIOUS CHARGES	\$1,273.04
VAISALA, INC.	AWOS MAINTENANCE	\$1,347.00
VAN'S WHOLESALE LLC	SUPPLIES	\$502.95
WEST PAYMENT CENTER	INFORMATION CHARGES	\$652.11
WEX BANK	FUEL	\$183.54
WILSON, MARGARET	PATCHES	\$36.00
WRECK-A-MEND	REMOVE DECALS	\$120.00
WY DEPT OF HEALTH	MOTOR VEHICLE BILLING	\$219.50
WY MACHINERY COMPANY	PARTS	\$42.00
WY PUBLIC HEALTH LABORATORY	LAB SERVICES	\$375.00
WY TAXPAYERS ASSOCIATION	2013-2014 DUES	\$295.00
WY WASTE SERVICES-RAWLINS	GARBAGE SERVICES	\$1,889.58
YAMPA VALLEY ELECTRIC	ELECTRICAL SERVICES	\$588.43
GRAND TOTAL		\$265,614.78

## **CONSENT AGENDA**

Commissioner Glode moved to approve the consent agenda. Commissioner Jones seconded and the motion carried unanimously.

The following items were on the consent agenda. November 5, 2013 regular meeting minutes; Clerk of District Court receipts for \$2,542.50; and Homeland Security Grant Award Agreement, Hazardous Materials Emergency Planning Grant Fiscal Year 2013 for Project ID 14-DOT-CAR-HM-HMP14. federal amount of \$1,687.34 and local match amount of \$421.83

### **ELECTED OFFICIALS / DEPARTMENT HEADS**

#### **Clerk**

Clerk Bartlett discussed the 2014 Carbon County Commissioners Meeting Schedule noting she would ask for final approval in December.

Clerk Bartlett stated that numerous individuals have received Deed Processing Notices encouraging them to pay a fee to obtain a property profile and added she had each newspaper notify the public they can obtain these same documents from the county for much less of a fee.

Commissioner Jones moved to reduce the amount of invoices previously approved by \$20,615.94 for Caterpillar Financial as this invoice was paid at a previous meeting. Commissioner Glode seconded and the motion carried unanimously.

Clerk Bartlett provided and update of the Skyline Acres project noting the Department of Environmental (DEQ) Quality has hired Terracon to perform further inspection by the year's end. If the DEQ requires cleanup then she can apply for grants to assist with those fees.

Clerk Bartlett presented a hangar lease for Zachary Weber at the Dixon Airport and noted that Deputy County Attorney Mike Kelly prepared the lease. After further discussion, the BOCC stated it would like the lease slightly amended to include comments from the Federal Aviation Administration and that Mr. Kelly would speak with the potential lessors to ensure they are aware of the other items they must complete before a lease can be completed.

Clerk Bartlett advised she has been notified that the Town of Baggs is not interested in the mobile home that Little Rascals Preschool currently occupies therefore the county would need to move or sell it after it is vacated sometime next summer or fall.

Clerk Bartlett presented a Certificate of Completion for the Little Rascals Daycare Building Study grant.

Commissioner Johnson moved to authorize the Chairman's signature on a Wyoming Business Council Investment Ready Communities Certificate of Completion for the Little Rascals Daycare Building Study grant. Commissioner Glode seconded and the motion carried unanimously.

#### **Attorney**

Deputy County Attorney Mike Kelly reported he received a notice from the DEQ for a phase I incremental bond release for reclaimed lands at the Carbon Basin Elk Mountain mine site #1 fit area. In the past the county has relied on the R&B Superintendent's knowledge on whether or not reclamation

has taken place. Mr. Nation stated he thinks the bond release should move forward.

Mr. Kelly reported we have received multiple comments from various agencies on the Visual Resource Management plan through the Bureau of Land Management. Mr. Kelly asked if the county intends to comment to the Department of Environmental Quality on a potential amended permit for the DKRW project. The county does not have to comment but if it does, the comments should clearly state whether or not it supports or does not support the amendment. Chairman Chapman stated he supports the project if done properly. Commissioner Glode stated she would like to see the coal used and this provides a good opportunity for this while creating jobs. She is not totally against DKRW. Commissioner Jones stated this project has been in limbo for over 2 ½ years and this has allowed for plenty of time to consider it. She stated she feels it is appropriate to comment at the hearing. Commissioner Johnson stated he is not speaking for or against the project but recommended the BOCC comment. Commissioner Glode agreed. Mr. Kelly offered to speak to each member individually and help prepare comments.

### **Assessor**

County Assessor Cheryl Ross presented abates and rebates for the Chairman's signature. She reported she has not started agriculture values yet and would not like to comment on a question she was previously asked by members of the BOCC because she has not received information from the state yet. Chairman Chapman stated that she is referring to a question by Commissioner Johnson regarding a potential 39% increase in the way agricultural products will be taxed. Commissioner Johnson reported there was some previous discussion about a 10% cap on an increase.

### **Buildings & Grounds**

Buildings & Grounds Manager Craig Jones presented a letter to apply for an energy audit with Rocky Mountain Power.

Commissioner Glode moved to approve an agreement with Rocky Mountain Power on the Carbon Building for potential credit from previous billings. Commissioner Johnson seconded and the motion carried unanimously.

Mr. Jones also presented an invoice for the Hanna Senior Center noting light fixtures have not yet been installed. The BOCC decided they would wait until the job is completed before payment is given.

### **IT**

Matt Webster IT Director reported a previously signed contract with Union has been changed to terminate six phones that were cancelled.

Commissioner Johnson moved to authorize the Chairman's signature on a renewal contract with Union Wireless for \$895.00 per month. Commissioner Jones seconded and the motion carried unanimously.

Mr. Webster discussed a request from the Rawlins Carbon County Airport Board to have the county donate used computer equipment to them for their use. He has found a 2 year old laptop and would

recommend donating it to the board. Mr. Webster added that this was for equipment only and he would not be able to support the equipment. He confirmed the equipment has been cleared of all data.

Commissioner Glode moved to donate a used laptop to the Rawlins Carbon County Airport Board. Commissioner Jones seconded and the motion carried unanimously.

### **Planning**

County Planning Director Sid Fox reported the Rural Development Council was in Baggs recently performing a community assessment. He also reported the Planning & Zoning Commission has made progress on amendments to the Zoning Resolution and he will bring that to the BOCC for review and adoption at a later date. Power Company of Wyoming will be meeting with the P&Z Commission to update them on the Chokecherry and Sierra Madre projects. He invited the BOCC. Mr. Fox discussed the DKRW amended permit and encouraged the BOCC to look at the criteria that the ISC must review to amend the permit and address comments towards those criteria.

### **Road & Bridge**

Road & Bridge Superintendent Bill Nation discussed the bridge near Flying Diamond Ranch and reported it has been evaluated by Martin/Martin Consulting Engineers and he presented their report. The report offers three repair options including to remove and replace chord members in disrepair and shoring downstream truss for two spans to provide temporary support, replace all field welded lower chord members however using temporary lower chord members during repairs, or install new chord members adjacent to the lower chord angles in disrepair. He prefers the third option but stated he will send these to the Wyoming Department of Transportation and ask for a recommendation before moving forward.

Mr. Nation discussed a paved road management program through T2 which would require \$10,660 for Carbon County then reducing to over \$5,000 the next year. The fee would cover a study on the paved portion depth and x-rays the slope of approximately 66 miles of paved roads the county has. Mr. Nation stated this data would be valuable however due to budget issues he does not recommend participating.

### **RECESS**

Chairman Chapman called a recess at 11:04 a.m. and reconvened at 11:18 a.m.

### **MUSEUM**

Kelly Morris, Museum Director reported she is still working with the County Attorney's Office on the purchase of the Ferguson Building. She reported that a nationally published magazine contains an article on the Lincoln Highway and two of the 10 stops along the highway recommended in the article were Carbon County Museum and the Virginian. She also reported the American Alliance of Museums chose Carbon County Museum as the only facility in the State of Wyoming for doing more for healthcare related programming than their standards require for example providing tours for visually impaired, incorporating nutrition and wellness programs in the Museum, etc...

## **COMPRESSOR STATION AT WALCOTT JUNCTION**

Norm Long, Source Gas Manager of Community and Government Affairs provided a presentation on the Wyoming Storage Optimization Opportunity and discussed the Compressor Station at Walcott Junction. Cliff Dick, Senior Manager for Project Management and Marty Resner Wyoming Transmission Operations Manager were also present.

This year, Source Gas filed a proposal with the Wyoming Public Service Commission to have an inter-connect with two interstate pipelines near Walcott to provide safety and reliability introducing an additional feed into their Casper facility. The new facility may be in service by June 2015.

Mr. Dick reported they have been approached by a potential power plant that may operate in Carbon County in the future therefore to have the additional reliability in the southern system would assist the plant.

## **CITIZEN / COMMISSIONERS DISCUSSION**

Chairman Chapman suggested closing the Courthouse and county offices Christmas Eve. There was discussion on whether or not this should be approved and the financial affects of the decision.

Commissioner Johnson moved to approve Resolution 2013 – 40 A Resolution of the Board of Carbon County Commissioners Adopting Closures for December 24, 2013. Chairman Chapman seconded and Commissioner Jones stated she would like to revisit the holiday schedule and trade Christmas Eve for another holiday. The motion carried with all voting for the motion except Commissioner Glode who voted against the motion stating she recommends closing early rather than declaring a holiday due to the cost of overtime that is not budgeted.

### **Resolution No. 2013 - 40 A Resolution of the Board of Carbon County Commissioners Adopting Closures**

**WHEREAS**, Chapter 6, Section 38 of the Carbon County Personnel and Benefits Manual, as amended, provides the dates of official holidays and allows for other closures as proclaimed by the Board of County Commissioners; and

**WHEREAS**, per Wyoming Statute § 18-3-103(b) county officers shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days as established by the County commissioners through resolution; and

**WHEREAS**, it is understood that this resolution shall not apply to all county departments as some are required to be in operation continuously.

**WHEREAS**, the Board of Carbon County Commissioners has adopted Resolution 2013-08, A Resolution of the Board of Carbon County Commissioners Adopting Holiday and Other Closures and the board now desires to add December 24, 2013 as an additional closure.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Carbon County Commissioners that those county offices not required to be operational continuously and the Courthouse be closed December 24, 2013.

**PASSED APPROVED AND ADOPTED** this 19<sup>th</sup> of December 2013.

BOARD OF CARBON COUNTY COMMISSIONERS  
-s- Leo Chapman, Chairman

Attest:

-s- Gwynn G. Bartlett, County Clerk

**EXECUTIVE SESSION**

Commissioner Glode moved to go into executive session at 12:17 p.m. with Bill Nation, Attorney Kelly and Clerk Bartlett for personnel and other matters considered confidential by law. Commissioner Johnson seconded and the motion carried unanimously.

Mr. Nation left the session at 12:22 p.m.

Commissioner Johnson moved to come out of executive session at 12:48 p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Glode seconded and the motion carried unanimously.

**COUNTY POLICY**

Commissioner Glode moved to make a one-time exception to the leave time policy. Commissioner Johnson seconded and the motion carried unanimously.

**ADJOURNMENT**

Commissioner Jones moved to adjourn the meeting at 12:30 p.m. Commissioner Glode seconded and the motion carried unanimously.