

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

Thursday, January 5, 2023

**(The regularly scheduled meeting was moved from January 3, 2023, due to weather)
Carbon Building – Courthouse Annex, Rawlins WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Thursday, January 5, 2023, at 9:00 a.m. at the Carbon Building-Courthouse Annex in Rawlins, WY. The regularly scheduled meeting for Tuesday, January 3, 2023, was postponed due to weather. Attending the meeting were Chairman, John Johnson, Vice Chairman, Sue Jones, Commissioner John Espy, Byron Barkhurst and Travis Moore.

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

Nomination of Chairman

Carbon County Attorney Ashley Davis reported that the BOCC needs to nominate a Chairman and Vice Chairman. Chairman Johnson turned the meeting over to Clerk Bartlett.

Commissioner Johnson nominated Sue Jones for Chairman and Travis Moore for Vice Chairman and moved that nominations cease and unanimous ballot be cast. Commissioner Espy seconded, there was no discussion and the motion carried unanimously.

ADDITIONS / CORRECTIONS

There were no additions or corrections to the agenda.

VOUCHERS

Commissioner Barkhurst moved to approve the report of expenditures in the amount of \$288,572.16 for an aggregate total today of \$288,572.16. Commissioner Johnson seconded and the motion carried unanimously.

Vendor	Detail Line Description	Total
Abels, Duane E	County Health Officer	\$1,600.00
Acme Electric Company, LLC	Electrician Services	\$610.00
APG Media of the Rockies	Custodial Bids Ad	\$88.88
AT&T Mobility	CCSO MDT Service	\$879.51
Black Hills Energy	Heating Services	\$17,967.34
Blakeman Propane	Heating Services	\$2,705.49
Bomgaars Supply	Misc. Supplies	\$62.87
Brown, Amanda	Meal for COVID Clinic	\$25.84
Candy Mountain	60 Water & 40 Gatorade Cases	\$1,840.20

Capital Business Systems Inc.	IT Copiers	\$1,407.43
Carbon Co. Veterinary Hospital	Zeus Vet Appointment	\$123.63
Carrot-Top Industries, Inc	Flags	\$243.11
Casper Winnelson Co	Misc. Plumbing Parts	\$3,082.49
CDW Government, Inc.	Ups Smart Online	\$3,240.86
Cooper County Sheriff's Office	Civil Process Serve Fee	\$30.00
Dallin Motors Inc	Service ABS System	\$231.20
Dept. of Environmental Quality	Bond for Gravel Pits	\$1,000.00
Dixon, Town of	Water Services	\$308.00
Dynamic Controls Inc	Camera Replacement & Actuator	\$2,236.64
E & H Plumbing & Construction	Jeff Center Boiler Repair	\$6,262.00
Elk Mountain, Town of	Heating Services	\$688.42
Emblem Enterprises, Inc.	Patches and Flags	\$1,174.99
Encartele	Jail Data	\$750.00
Friend, Katie	Cinnamon Rolls for Swear in Ceremony	\$100.00
Herman, Bobbie	Mileage	\$49.50
High Plains Power	Electric Services	\$455.63
Interior Galore	50% Down on Carpet for Jail	\$2,968.00
Jack's Body & Fender Repair	Towing Services	\$382.00
Kaisler, Todd	Mileage	\$99.00
Kaluzny, Emily	Fuel & Personal Phone Usage	\$80.01
Kone Elevators Escalators	Freight Elevator Maintenance	\$3,616.48
Kostovny, Mark	Mileage	\$92.40
KTGA/KBDY	Radio Site Rent	\$150.00
Kussmaul Electronics	Auto Charge 12 Volt/Waterproof Covers	\$873.21
L N Curtis & Sons	Gloves	\$89.04
Larimer County Coroner	Autopsy Performed	\$1,250.00
Mass Grading LLC	Water Line Dig	\$4,990.00
Matthew Bender & Co, Inc.	WY Court Rules 2022	\$807.36
Morse, Kimberley	Meal for COVID Clinic	\$23.15
Norco, Inc.	Cylinder Rental	\$785.62
Offender Watch	Sex Offender Notification	\$187.80
O'Reilly Auto Parts	Restore/Fuel Additive & Wiper Blades	\$77.46
Parker, Elizabeth	Mileage	\$72.95
Perkins Oil Co	Def Fluid	\$373.07
Personnel Evaluation, Inc.	Pre-Employment Evaluations	\$50.00
Phillips 66-Conoco-76	Late Fee/Interest Charges	\$33.58
Pocket Press Inc	Wy Criminal and Traffic Law Books	\$199.80
Quill Corporation	Misc. Office Supplies	\$32.78
R.P. Lumber Company, Inc.	Padlock Steel & Plywood	\$44.98
Rawlins Automotive	Misc. Parts	\$234.71

Saratoga Auto Parts, Inc.	Cutting Wheels	\$41.74
SecureNet Systems Inc	BOCC Streaming	\$594.00
Shively Hardware	Drill Bit/Blade & Mower Mech. Srvc.	\$1,121.19
Sipe, Taylor	Electronic Monitor Refund	\$820.00
Smith Psychological Services	Employee Evaluation	\$800.00
Snake River Press	2023 Subscription Renewal	\$40.00
Staples Advantage	Misc. Office Supplies	\$236.06
State of Wyoming A & I	Mainframe Access	\$16.00
Stinker Stores Inc	Fuel	\$17,959.75
Summit Food Service	Jail Meals	\$8,436.87
Swanson Services Corporation	Jail Commissary	\$797.91
Tin Boy Garage	Used Wheel/Balancing/Mounting	\$71.25
Tracked Outdoors LLC	Snow Cat	\$183,657.29
Tractor Supply Credit Plan	Light Bar for Motor Grader	\$154.99
Triple X Contracting, Inc.	Trash Services	\$260.00
Trumble Greetings Inc.	Christmas Cards	\$179.09
Tyler Technologies, Inc	Web Hosting Internet	\$275.63
UPRSWDD	Trash Services	\$190.00
Valley Fire Extinguisher	Maintenance	\$1,257.50
Wilks, Natalie	Electronic Monitor Refund	\$565.00
WY Dept Of Health	State Vehicle Rental	\$142.72
WY Machinery Company	Blade Maintenance, Parts, and Auger Bit	\$1,956.89

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the December 20, 2022, regular meeting minutes, monthly receipts from Planning and Zoning in the amount of \$975.00 and Road and Bridge in the amount of \$564.05, bonds for Cynthia Culver, Trustee for Medicine Bow Rural Health Care District in the amount of \$5,000.00, Kay Embree, Treasurer for Medicine Bow Rural Health Care District in the amount of \$5,000.00, Keith Gingery, Treasurer for Board of Cooperative Educational Services for Region V in the amount of \$25,000.00, Renee Snider, Carbon County Assessor in the amount of \$5,000.00 and Notice of Valuation Changes in the amount of (\$182,886.00). Commissioner Moore seconded and the motion passed unanimously.

EMPLOYEE RECOGNITION

Clerk Bartlett reported that during January the following individuals have the following years of service: Kristy Rowan has 21 years, Kimberly Starr 18 years, Tom Lakia 15 years, Emily Kaluzny 8 years, Alex Bakken and Darren Willis 6 years, Kurt Olson 6 years, Cindy Hahn 5 years, Garrett Mallcheck 3 years, James Spaulding 2 years, Sondra Rydberg 1 years, and Commissioners John Espy and Sue Jones both have 10 years and Commissioners Travis Moore and Byron Barkhurst both 4 years.

ELECTED OFFICIALS & DEPARTMENT HEADS

Public Health

County Public Health Officer provided an update on vaccinations as well as a new xBB1.5 COVID variant stating it is mostly on the northeast coast right now but is very contagious.

Emergency Management

Lenny Layman, Emergency Management Coordinator presented a grant award agreement with the Wyoming Office of Homeland Security for BOCC approval and Chairman's signature.

Commissioner Barkhurst moved to approve the Chairman's signature on the Grant Award Agreement between Wyoming Office of Homeland Security and Carbon County for salary and benefits in the amount of \$22,917.81 and for a term of May 1, 2022, through June 30, 2023. Commissioner Espy seconded and the motion passed unanimously.

Mr. Layman presented a grant application for an early warning enhancement gauge and requested BOCC approval and Chairman's signature. Mr. Layman thanked numerous partners involved in this request. The deadline for the grant to fund this is next week and he anticipates applying for 90% of \$51,000 and would cover the 10% match with in-kind services. Commissioner Espy asked what the annual subscription fee will be and Mr. Layman replied the first year should be covered and thereafter he would have to figure out an alternative funding stream or wait for the need for another deployment. He later clarified that the first-year funding isn't certain yet but he anticipates he would get it covered somehow.

There was lengthy discussion about how long the units would be deployed and who would pay the continuous monitoring. Mr. Layman thought he could obtain additional funding elsewhere for monitoring and was adamant that he did not see himself coming back asking for additional funding.

Commissioner Moore stated his concern that if another source paid for monitoring that would freeze that asset where that donor would want it utilized and Mr. Layman stated the county could move the units where desired and admitted all funding aspects have not been fully explored.

Commissioner Barkhurst stated he would like an agreement with the University of WY to pay the long-term costs. Chairman Jones stated they support the purchase but long-term would like partners to pay for monitoring. Lenny added that if the group was going for a long-term study the equipment would be different. He was attracted to this equipment for early warnings.

Commissioner Espy thinks the equipment needs to be in place for 2-3 years to gather the necessary data so that the more robust equipment could be purchased in the future using the initial data but not knowing the cost no commitments were made. Mr. Layman stated that if the board needs a long-term financial commitment from an agency the project must be pushed to the side at this time.

The BOCC authorized the application but Commissioner Espy stated before the grant would be signed, he thinks the county needs to know the long-term cost and how it will be paid

Mr. Layman presented a monthly update for the Office of Emergency Management to include a handout for a proposed land exchange for the West Fork Battle Creek Reservoir with the Forest Service.

Mr. Layman is working with the City of Rawlins on snow removal and trying to assist them with obtaining forecast information on snow accumulations.

Sheriff

Sheriff Alex Bakken reported he will be implementing a quadrant system where officers can have better response times throughout the county. He is looking at modifying briefing to save the county funds. Criminal investigations at the jail will be conducted by deputies at the jail rather than calling in a street deputy. He has received a \$2,000 grant from Williams some of which were used for "Shop with a Cop" over Christmas. This week the Haglund will be picked up

Road & Bridge

Kandis Fritz, Road and Bridge Coordinator reported their new equipment should be delivered today assuming roads stay open. She requested and received approval to go out for bids for approximately 118 miles of Magnesium Chloride on various county roads throughout Carbon County. General funds, road funds and impact funds will pay for the expense. She does have engineered specifications.

Commissioner Johnson moved to authorize any commissioner's signature on the lease/purchase with RNB State Bank for the purchase of two new blades. Commissioner Barkhurst seconded and the motion carried unanimously.

Buildings & Grounds

Buildings & Grounds Interim Manager Mike Newbrough discussed an estimate that he received for the asbestos abatement on the 222 E. Pine residence from Asbestos & Technical Services, Inc. The estimate was in the amount of \$12,975.00. Commissioner Johnson confirmed this is a firm and final price. The BOCC authorized him to proceed.

Mr. Newbrough provided an update on the heating system at the Jeffrey Center. He discussed a pressure relief device that could be installed on the coils that would prevent pressure buildups, damage to the coils and reduce the amount of time to get the heating system back online. He received an estimate from Dynamic Controls that would replace the heating coils on all three units with the pressure release system in the amount of \$11,748.00. He suggested the county replace all 5 heating coils instead which obviously will increase this estimate. This is an equipment only proposal as it does not include the labor.

Commissioner Espy agreed all 5 units should be replaced now. Commissioner Barkhurst stated the system should be flushed or change that out too. Mr. Newbrough stated it would be flushed.

Mr. Newbrough is working with Road & Bridge on snow removal at county buildings as well.

Fire

Fire Warden John Rutherford reported the new fire district board had its first meeting. He discussed the potential of the fire district renting an office within the Carbon Building and utilizing furniture and office equipment brought over from the IJC after the courts have moved.

Commissioner Johnson moved to lease space to the Carbon County Fire Protection District at no fee, authorize the Chairman's signature on a lease and to allow them to take a pre-agreed upon amount furniture from the Interim Justice Center once it is vacant. Commissioner Moore seconded and the motion carried unanimously.

In addition, he asked for a used laptop the county could donate and Mr. Webster agreed he had one and the BOCC approved this donation.

County Fire received a \$2,000 grant and this will be used for recruitment and retention such as a hoodie, hats or other similar items.

Mr. Rutherford has funding for two vehicles in the budget but the BOCC asked for departments to ask prior to purchasing due to the increased pricing. The board questioned the need with the new fire district having been formed and asked Clerk Bartlett and Mr. Rutherford to look back at the budget to determine if funds are there.

The BOCC authorized him to proceed with finding the vehicles after checking with the Clerk and Treasurer on cash.

Treasurer

County Treasurer, Lindsey West requested the Chairman's signature on Resolution No. 2023-01 Carbon County Investment Policy and to designate depositories for the county.

Commissioner Johnson moved to authorize the Chairman's signature on Resolution No. 2023-01 Carbon County Investment Policy. Commissioner Espy seconded and the motion carried unanimously.

RESOLUTION NO. 2023-01 CARBON COUNTY INVESTMENT POLICY

WHEREAS, W.S. §9-4-831(h) mandates every political subdivision adopts "a statement of investment policy"; and

WHEREAS, CARBON COUNTY desires to adopt an investment policy at least as restrictive with respect to the types of investment as authorized by W.S. §9-4-831(a), a copy of which is affixed hereto and incorporated herein by this reference.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF CARBON COUNTY, WYOMING:

- (a) The CARBON COUNTY financial accounting procedures are divided among the County Commissioners, the County Clerk and the County Treasurer. The County Clerk is designated as budget officer (W.S. §16-4-102(a)(iv)); the County Treasurer is in charge of the county treasury (W.S. § 18-3-804) and 18-3-805. Warrants for payment from the treasury must be authorized by the Board of County Commissioners (W.S. §18-3-504 and 18-3-805);
- (b) It shall be the policy of the Carbon County Treasurer to invest public funds in a manner which will provide the highest investment return with the maximum security, and conforming to all federal, state and local laws and regulations governing the investment of public funds;
 - (1) To the extent possible, the Carbon County Treasurer will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Carbon County Treasurer will not directly invest in securities maturing more than two (2) years from the date of purchase.
 - (2) Funds in excess of cash flow requirements may be invested in securities maturing not more than five (5) years from the date of purchase, if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds.
- (c) Any person affecting an investment transaction on behalf of CARBON COUNTY, or offering investment advice, shall sign a statement indicating he or she has read this policy and agrees to abide by this policy and by applicable federal, state and local laws, with respect to the advice given and transactions undertaken on behalf of the County.
- (d) The Carbon County Treasurer shall be, and is hereby authorized to make such statutory investments, at his or her discretion, as will conform to this policy which shall be deemed at least as restrictive as the types of investments authorized by W.S. §9-4-831(a).
 - (1) The County shall diversify its instruments by security type and institution. With the exception of U.S. Treasury securities, certificates of deposits and authorized pool, no more than twenty-five percent (25%) of the County's total investment portfolio will be invested in a single security type.
 - (2) To provide assurance that the County will be able to continue financial operations without interruption and dependent upon interest rates and satisfaction with services, the County will generally attempt to utilize at least two financial institutions as depositories.
- (e) Pursuant to Constitutional Amendment A, the Treasurer may invest County funds in equities to the extent and in the manner the legislature may allow by law which is enacted by a two-thirds vote of both houses of the legislature.
- (f) The Treasurer is charged with the responsibility of providing a monthly financial report, to include investment activity and returns, in the County's Financial Report.
- (g) This policy shall be effective through the calendar year 2023.

WHEREFORE, be it resolved that the Board of County Commissioners adopts the aforementioned policy and this policy shall be reviewed on an annual basis.

ADOPTED this 5th day of January 2023.

BOARD OF COUNTY COMMISSIONERS

-s- Sue Jones
-s- Byron Barkhurst
-s- John Espy
-s- Willing "John" Johnson
-s- Travis Moore

ATTEST:

-s- Gwynn Bartlett, County Clerk

Commissioner Espy moved to designate Bank of Commerce and Rawlins National Bank as depositories for Carbon County for 2023. Commissioner Moore seconded and the motion carried unanimously.

Planning & Development

Sarah Brugger, County Planning Director reported her office plans to issue a building permit for the Gateway West D1 project and next Monday the public hearing for Rock Creek will be held at the P&Z Commission meeting.

Commissioner Johnson moved to authorize the Chairman's signature on a letter to Rocky Mountain Power and PacifiCorp for project updates. Commissioner Moore seconded and the motion carried unanimously.

Assessor

Commissioner Johnson asked Assessor Renee Snider about an article in the Cowboy State Daily regarding Converse County's issues with the Department of Revenue and wind projects and he asked if she was aware of these discussions. She stated she is aware that what is presented and building permits do not compare with values the state is issuing.

While commissioners are in Cheyenne for legislative meetings, they will try to work with their association and the director of Department of Revenue on these issues. Commissioner Espy asked the Treasurer, Assessor and Planner to work together to find values issued on building permits and presented in public meetings for him prior to that meeting.

Attorney

Chairman Jones stated that Attorney Harkins hired Ashley Davis, former County Attorney, as the civil deputy for county departments.

Clerk

Gwynn Bartlett, Carbon Count Clerk reported that financial disclosures are on file for all commissioners, County Clerk Gwynn Bartlett, Deputy Clerk Lisa Smith, County Treasurer Lindsey West and Deputy Treasurer Sondra Rydberg.

Clerk Bartlett presented a Master Service Agreement with Paydhealth LLC for BOCC approval and Chairman's signature. This is a new service the county is enrolling in with the hopes of saving approximately \$150,000 per year on prescription drugs. Paydhealth will work with those on the county's plan taking expensive prescriptions and find ways to reduce the cost and at times can get it at no cost for the member. With this implementation, the county's plan will no longer cover these drugs if members don't participate in the somewhat lengthy personal and financial data process required. Paydhealth bills the county a percentage of the savings they realize for the county's plan.

Commissioner Barkhurst moved to approve the Master Service Agreement with Paydhealth LLC regarding prescription drug benefits to county health plan members for a period of three years with auto renewal. Commissioner Espy seconded and the motion passed unanimously.

Clerk Bartlett presented board applications for the County Weed & Pest Control District, Applicants were Rick James for Area II (Hanna/Elmo/Medicine Bow) and Jenna Larson for Area V (Baggs). The nomination petitions were submitted and the signatories were verified as landowners for the respective areas.

Commissioner Espy moved to appoint Rick Jones and reappoint Jenna Larson to the County Weed & Pest Control District for four-year terms expiring January 2028 in Areas II and V respectively. Commissioner Barkhurst seconded and the motion carried unanimously.

Clerk Bartlett noted that when the BOCC approved the Conditional Use Permit for Dirty Boyz one of the requirements was annual updates. She asked if the BOCC would like an update this year or waive it and the BOCC opted to waive this year's update.

MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)

Ken Harmon, Chief Executive Officer for Memorial Hospital of Carbon County provided an update about a recent accident where one EMT was killed on Interstate 80 and the other was critically injured.

He presented a monthly update on the status of MHCC including financials, physician recruitment, as well as COVID cases, testing and vaccines.

COMMISSIONERS

Commissioner Johnson stated it was his pleasure to chair the board for the past 6 years and thanked staff and elected officials for their support. Chairman Jones and the rest of the board echoed the sentiment.

Chairman Jones has served as the WY County Commissioners Association representative and offered that another member could serve in that capacity.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 11:28 a.m. with Clerk Bartlett and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Moore seconded and the motion carried unanimously.

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. Commissioner Barkhurst seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 12:09 p.m. Commissioner Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, February 7, 2023, at 9:00 a.m., at the Carbon Building – Courthouse Annex, located at 215 W. Buffalo St. Suite 240C, 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.