

**OFFICIAL MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING**

**Tuesday, September 19, 2023 @ 2:00 p.m.**

**Platte Valley Community Center  
210 W. Elm Ave., Saratoga, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, September 19, 2023, at 2:00 p.m. at the Platte Valley Community Center in Saratoga, WY. Attending the meeting were Chairman, Sue Jones, Vice Chairman Travis Moore, Commissioners John Johnson and John Espy. Commissioner Byron Barkhurst was absent.

Chairman Jones called the meeting to order at 2:00 p.m.

**ADDITIONS / CORRECTIONS**

Commissioner Johnson moved to add a Blue Cross plan change and ASO Group Reopening Request under the Clerk and the FY24 Victim Witness contract under the Attorney. Commissioner Espy seconded and the motion passed unanimously.

**VOUCHERS**

Commissioner Espy moved to approve September 2023 payroll and benefit expenses of \$1,049,857.14, insurance claim and premium expenses of \$455,159.05, the report of expenditures in the amount of \$538,557.97, for an aggregate total today of \$2,043,574.16. Commissioner Moore seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Advanced Network Management, Inc.	Managed Services Contract	\$2,315.00
APG Media of the Rockies	Proposed Amendments Ad	\$102.22
ARDURRA	DWX Master Plan Update	\$8,414.93
AXIS Forensic Toxicology, Inc.	Phone Conference/Court Testimony	\$700.00
Baggs, Town of	Office Space Rent and Water Services	\$606.49
BI Inc.	Soberlink	\$2,223.00
Bridger Fabrication	Front Bumper	\$2,482.04
Brown & Hiser LLC	Legal Services	\$860.00
Brown, Amanda	Public Health Travel	\$70.74
Carbon County Veterinary Hospital	Canine Vaccinations-Zeus	\$17.50
Carbon Power & Light Inc	Saratoga R&B Electric Services	\$2,053.58
CareRight Technologies, LLC	Monthly Bed Fee-August 2023	\$189.50
Casper Winnelson Co.	Ice Melt	\$960.00
Charter Communications	Jail Data	\$237.44
CIDNET	Jail Data	\$600.00
Clerk of Dist. Court (Jurors)	Trial Jurors/Bailiffs	\$6,023.20

Colorado State University	Cem Analytical Labs	\$600.00
Contech Engineered Solutions LLC	Cattleguards	\$18,300.00
Corthell and King LLC	Legal Services	\$280.00
Cowboy Chemical	Jail Cleaning Supplies	\$287.55
Cragun, Megan A.	Ph Travel	\$170.06
Custom Fence Company, Inc.	Fence Relocate with Retainage	\$18,191.05
Daily Times	News Paper Subscription	\$488.91
Dirty Boyz Sanitation, Inc.	Trash Services	\$4,791.00
Dominion Energy	Gas Services	\$29.04
Drummond Refrigeration LLC	Replace AC Filters & Ignition Module	\$710.06
Elk Mountain, Town of	Hwy 72 R&B Water Services	\$59.50
Ellis, Michelle	Mileage/Witness Fees	\$61.20
Encampment, Town of	R&B Water Services	\$102.00
Fatbeam LLC	Fiber and Internet	\$5,170.00
FedEx	Shipping Charges	\$82.00
Fernandez, David Joseph	Mileage/Witness Fees	\$61.20
France, Tara	Court Reporter	\$198.25
Fritz Welding & Machine, Inc.	Crowsnest Welding, Labor, & Parts	\$50,072.71
Gallant, John	Soberlink Refund	\$658.50
Galls/Quartermaster	ID Labels	\$612.00
Greater WY Big Bros/Sisters	August 2023 Prevention	\$5,195.63
Guardian Alliance Technologies	Applicant Pre-Screening & Software	\$440.00
Hamann Shaelee	Mileage/Witness Fees	\$122.40
Hanna, Town of	Water Services	\$419.28
High Country Behavioral Health	Substance Abuse Evaluations	\$500.00
Holcomb, Nancy	Public Health Training & Education	\$53.96
Jones, Angel Victoria	Mileage/Witness Fees	\$60.10
Jones, Robert	Witness Fees	\$15.00
K2 Towers III, LLC	Radio Site Rent	\$2,251.02
Kaluzny, John	Soberlink	\$726.50
Kilburn Tire Company	Trailer Tire & 4 Blade Tires	\$6,231.28
King Soopers Customer Charges	Staff Meeting Supplies	\$94.57
Kinney, Misty	Mileage/Witness Fees	\$61.20
KTGA/KBDY	Radio Site Rent	\$150.00
L N Curtis & Sons	Double Male Adapter	\$109.21
M. Gonzales Trucking, Inc.	2-Tires/Tire Tubes	\$345.96
McKesson Medical-Surgical	Jail Med Supplies	\$126.47
McNees, James	Mileage	\$77.00
Mejicanos, Luis	Mileage/Witness Fees	\$61.20
Merseal Law, LLC	Legal Services	\$5,390.00
Mid-American Research Chemical	Thermal Lock/Stripping/Sealer	\$2,068.60

Mike's Lock & Key	Replace 2 Mailbox Locks/Locks/Keys	\$80.96
Motorola Solutions	E911 Consoles Final Payment	\$204,454.00
Mountain West Motors	Plate	\$145.99
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
Muskox	Skid Steer Snow Blower	\$13,659.15
Napa - Saratoga	Misc. Auto Parts and Supplies	\$208.62
Norco, Inc.	Cylinder Rent	\$872.34
Offender Watch	Sex Offender Fees	\$68.64
Olde Trading Post	Fire Fuel	\$497.03
Orduno, Cassie	Mileage/Witness Fees	\$15.00
Orduno, Thomas E. II	Mileage/Witness Fees	\$61.20
O'Reilly Auto Parts	Lug Nut/Wheel Stud	\$86.17
Patrick, Seven	Mileage/Witness Fees	\$46.20
Perkins Oil Co.	Fuel	\$8,000.54
Perue Printing	Window Envelopes	\$1,112.95
Pinnacle Public Finance, Inc.	Blade/End Dump Lease Payment	\$49,123.39
Plainsman Printing & Supply	Legal Folders	\$542.50
Priority Dispatch	Software For CCSO Dispatch	\$6,180.00
Quill Corporation	Misc. Office Supplies	\$179.28
R.P. Lumber Company, Inc.	Misc. Parts and Supplies	\$256.61
Rawlins Automotive	Misc. Auto Parts	\$921.25
Rawlins Hardware - 5410	Misc. Parts and Supplies	\$714.10
Rawlins, City of	Water Services	\$4,838.21
Republic Services #642	Trash Services	\$320.04
Rice-Prior, Denise	Mental Health Services	\$650.00
Rocky Mountain Power	Electric Services	\$26,748.71
Rocky's Quik Stop	Fuel	\$3,323.10
Saratoga, Town of	Water Services	\$48.50
Shively Hardware	Misc. Parts	\$21.96
Skyline Motors, Inc.	Mount/Balance 1 Tire-16 Chevy Tahoe	\$668.65
Snake River Press	BOCCC Meeting 10/3/2024	\$130.00
Staples Advantage	Misc. Office Supplies	\$174.58
State of Wyoming DCI	Sex Offender Fees	\$25.00
Stinker Stores Inc.	Fuel	\$15,123.57
Stryker Sales Corporation	Courthouse AED Signs	\$177.00
Summit Food Service	Jail Meals	\$8,930.55
Swanson Services Corporation	Jail Commissary	\$1,034.95
The Cowboy Couture	Embroidered Clothing-Sheriff's Office	\$507.76
Tidball, Victoria Rose	Mileage/Witness Fees	\$61.20
Tin Boy Garage	1 Tire-Mount & Balance	\$296.00
Tm Custom Framing	Picturing Framing	\$220.58

Transunion Risk & Alternative Data	Trulookup Program	\$179.00
Trevathan, Sabrina RDR	Transcription Services	\$2,399.80
Triple X Contracting, Inc.	Trash Services	\$260.00
Trudiligence, LLC	Employee Background Checks	\$89.49
Tucker, Calista	Mileage/Witness Fees	\$61.20
United States Postal Service	PO Box Fees	\$82.00
United States Treasury	Underpaid SS & Medicare	\$15.16
US Bank	Misc. Charges	\$4,062.83
Valence Health Corp.	Inmate Medical Services	\$6,500.00
Valley Oil Company	Fuel	\$2,537.09
Voiance Language Services LLC	Interpretation Services	\$81.75
Walker, Deborah C.	CCSO Patches Sewn on Shirts	\$295.00
Wells, Haylie	Mileage/Witness Fees	\$98.20
Wells, Melanie	Mileage/Witness Fees	\$122.40
Wex Bank	Fuel	\$571.60
Wille, O.R.	Mileage	\$82.50
Williams, Emily Austin	Jury Trial Witness Fees	\$15.00
WY Behavioral Institute	E.D. Psych Hold	\$754.00
WY Dept. of Workforce Services	Qtr. 2023 Unemployment	\$246.34
WY Machinery Company	Wheel Loader Rent and Maintenance	\$9,525.94
WY Retirement System	Aug. Volunteer Fire Retirement	\$731.25
Y2 Consultants, LLC	Meetings & Steering Committee	\$5,911.09

## 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 September 5, 2023, regular meeting minutes; bonds for Homer Beach, President for Carbon County Fire Protection District in the amount of \$10,000.00, James Picche, Vice-President for Carbon County Fire Protection District in the amount of \$10,000.00 and Courtney Ney, Secretary/Treasurer for Carbon County Fire Protection District in the amount of \$10,000.00; monthly receipts from the Clerk of District Court in the amount of \$5,336.03 and Carbon County Clerk in the amount of \$22,005.75. Commissioner Moore seconded and the motion passed unanimously.

## ELECTED OFFICIALS & DEPARTMENT HEADS

### Emergency Management

Commissioner Espy moved to ratify the Chairman's signature on the Memorandum of Agreement between Carbon County Emergency Management and FEMA for IPAWS Public Alerting Authority for a maximum term of three-years. Commissioner Johnson seconded and the motion passed unanimously.

### Buildings & Grounds

Commissioner Espy moved to waive the procurement policy based on the vendor source availability and authorize the Chairman's signature on the service and repair quote from Daikin for the replacement of the Carbon Building – Courthouse Annex defective compressor #3 chiller in the amount of \$13,650.00 and to authorize the Chairman's signature on documents necessary for this repair. Commissioner Moore seconded and the motion passed unanimously.

Commissioner Johnson moved to approve and authorize Jeff Askin's signature on the Service Agreement between Stericycle, Inc., and Carbon County Detention Center for bio-hazard removal in the amount of \$44.00 per month and for a term of 60 months. Commissioner Espy seconded and the motion passed unanimously.

#### **Clerk**

Commissioner Johnson moved to approve and authorize the Chairman's signature on the 2023 NOVO benefits renewal schedule of service and fees; BCBSWY COBRA rates verification for Plans A and B; ASO Group Reopening Request; and the ASO Group Plan Change form with all documents effective October 1, 2023. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Moore moved to waive the procurement policy, based on the exigency of obtaining a new ambulance noting MHCC already has an ambulance chassis on hold related to the purchase of a new ambulance for Memorial Hospital of Carbon County from funds received through the ARPA grant from the State Land & Investment Board. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Johnson moved to approve and authorize the Chairman's signature on the letter to the City of Rawlins stating that the BOCC had no objection to application for the variance for the property located at 712 11<sup>th</sup> Street in Rawlins. Commissioner Moore seconded and the motion passed unanimously.

#### **Attorney**

Commissioner Espy moved to authorize the Chairman's signature on Attachment B to the Fiscal Year 2024 Contract for Services to Victims of Crime Between the State of Wyoming, Office of the Attorney General, Division of Victim Services and Carbon County Sheriff's Office Victim Witness Program with funding provided as follows: VAWA funding of \$21,763.00, VOCA \$30,000; state victim witness funds \$15,525.00, and additional state surcharge funds of \$5,146.00, noting the Attachment is various assurances for the grant funds. Commissioner Moore seconded and the motion passed unanimously.

Commissioner Moore moved to approve and authorize the Chairman's signature the Employee Lease Agreement between Carbon County Commissioners and Carbon County Fire Protection District for the purpose of leasing Fire Warden John Rutherford as the interim Fire Chief for the Fire Protection District for a term through August 31, 2024, and in the amount of \$10.00. Commissioner Johnson seconded and the motion passed unanimously.

## **Commissioners**

Commissioner Espy moved to approve and authorize the Chairman's signature on the Request for Reimbursement and the Federal Financial Report for Dixon Airport. Commissioner Moore seconded and the motion passed unanimously.

## **SOUTH CENTRAL WYOMING EMERGENCY MEDICAL SERVICES (SCWEMS)**

Commissioner Espy moved to approve the proposed Amended South Central Wyoming Emergency Medical Services Joint Powers Board Agreement noting the Chairman's signature is withheld until after approval by the County's Attorney and approval by the Joint Powers Board. Commissioner Moore seconded and the motion passed unanimously.

## **PUBLIC HEARING – Personnel Policy Amendment**

Chairman Jones opened a public hearing at 3:00 p.m. to hear comments on amendments to the Carbon County Personnel and Benefits Policy. Clerk Gwynn Bartlett overviewed the change that was missed in the most recent update of the policy. It simply removes the requirement to use accrued compensatory time concurrently with Family medical Leave.

Chairman Jones called for comments for or against the amendments. There being no comments, Chairman Jones closed the hearing at 3:02 p.m.

Commissioner Johnson moved to adopt the amendments to the Carbon County Personnel and Benefits Manual effective October 1, 2023, and authorize the Chairman's signature on the related Certificate. Commissioner Espy seconded and the motion passed unanimously.

## **Planning and Development**

### **Certification of Recommended Action**

Commissioner Moore moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Z.C. Case 2023-08 – Hal Alcorn & Kirby Berger; Z.C. Case 2023-09 – Kirby Berger; Replat Sub Case 2023-01 – Hal Alcorn & Kirby Berger - Two Dot Acres and schedule a public hearing for November 7, 2023, at 11:30 a.m. at the Carbon Building – Courthouse Annex in Rawlins, Wyoming. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Moore moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Power Company of Wyoming – CUP – Wind Permit Extension Request and schedule a public hearing for October 3, 2023, at 11:30 a.m. at the Carbon Building-Courthouse Annex in Rawlins, Wyoming. Commissioner Espy seconded and the motion passed unanimously.

## **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 3:45 p.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 passed unanimously.

Commissioner Espy moved to come out of executive session at 4:38 p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Moore seconded and the motion passed unanimously.

#### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 4:38 p.m. Commissioner Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, October 17, 2023, at 9:00 a.m. at the Medicine Bow Senior Center, located at 520 Utah St., Medicine Bow, 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.



*Gwynn G. Bartlett*

Gwynn G. Bartlett, Carbon County Clerk

Approved this 3<sup>rd</sup> day of October 2023  
BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

*Sue Jones*  
Sue Jones, Chairman