

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

**Tuesday, February 6, 2024, 9:00 a.m.
Carbon Building- Courthouse Annex,
215 W. Buffalo Street, Second Floor, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, February 6, 2024, at 9:00 a.m. at the Carbon Building-Courthouse Annex in Rawlins, WY. Attending the meeting were Chairman, Sue Jones, Vice Chairman Travis Moore, Commissioners John Espy, John Johnson and Garrett Irene.

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

ADDITIONS / CORRECTIONS

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

VOUCHERS

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

Commissioner Espy moved to approve the report of expenditures in the amount of \$971,501.78 for an aggregate total today of \$971,576.78. Vice Chairman Moore seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
A2 Cleaning Solutions LLC	Senior Center Air Duct Cleaning	\$4,500.00
Advanced Heating, Inc.	Furnace Replacement-Fairgrounds Office	\$4,236.00
Advanced Network Mgmt., Inc.	Emergency Data Backup Recovery	\$198,194.57
APEX Communications	Radio Tech, Radios & Maint. Repair	\$13,255.64
Apg Media of the Rockies	Office Closure Ad	\$40.00
Aspen House	Dept & Legislator Lunch	\$255.00
AT&T Mobility	CCSO MDT Service	\$368.74
Avfuel Corporation	Dixon Airport Aviation Fuel	\$9,517.12
Axis Forensic Toxicology, Inc.	Coroner Expense Exam Fees	\$202.00
Bank of Commerce	Monthly Payroll Files	\$180.00
Barraza, Luzelena	Interpreter Services	\$165.00
Black Diamond Electric	Conductors/Conduit Repairs-Ryan Park	\$1,953.39
Black Hills Energy	Gas Services	\$23,984.86
Black, Leo T.	Jail Supplies	\$2.68

Blakeman Propane	Propane Services	\$4,151.04
Bomgaars Supply	Misc. Supplies	\$489.32
Capitol Communications	Fax Finder Software Support	\$1,595.00
Carbon County Comet	Admin Assistant Ad	\$54.00
Carbon Co. Higher Ed. Center	CPR & Leadership Class	\$1,450.00
Carbon County Public Health	Vender Participation	\$10.00
Casper Winnelson Co.	Misc. Plumbing Supplies	\$3,408.12
Center for Internet Security, Inc.	IT Cybersecurity	\$13,980.00
Charter Communications	Jail Cable	\$114.49
CIDNET	Jail Data	\$750.00
Clerk of Dist. Court (Jurors)	Trial Jurors/Bailiffs	\$3,154.02
Communication Technologies	Computer Control Switch & Veh. Upfitting	\$12,881.50
Core Legal, LLC	Legal Services	\$611.00
Cowboy Supply House	Misc. Cleaning and Paper Products	\$1,852.80
Davis, Ashley	Mileage	\$594.00
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,646.00
Dixon, Town of	Water Services	\$308.00
DOI/BLM	Carbon Cemetery Lease	\$250.00
Dominion Energy	Gas Services	\$586.41
Drummond Refrigeration LLC	Misc. Services at Jail & Jeffery Center	\$7,323.84
E & H Plumbing & Construction	Replace Heat Exchangers at Jeffrey Center	\$6,600.00
Elk Mountain, Town of	Library Propane	\$465.65
E-Z Lift Garage Doors	Bay 5 Opener Service	\$100.00
Fatbeam LLC	Fiber & Internet	\$5,170.00
FedEx	Chain Delivery W/ Liftgate	\$174.00
Follett, Tate Tymon	Jury Trial Witness	\$153.32
France, Tara	Court Reporter	\$576.65
Fremont County Coroner's Office	Coroner Expense Exam Fees	\$1,925.00
Further	Health Reimb., Medical FSA & Part. Fees	\$9,670.44
Galls/Quartermaster	Sheriff Emblems	\$20.00
Garcia, Yoscelyn M.	Jury Trial Witness	\$103.46
Grainger	Drinking Fountain	\$813.28
Graphic Business Solutions, LLC	Name Plates	\$186.60
Greater Wy Big Bros/Sisters	January 2024 Prevention	\$7,520.21
Greenwood Mapping, Inc.	Contract & Mapping Service	\$600.00
Groce, Nohora C.	Interpreter Services	\$40.00
Gulbrandson, Kimberly A.	Mileage	\$11.55
Hagan, Walter	Bailiff For Jury Trial	\$75.00
Hanna, Town of	Water Services	\$254.22
Happold, Kari	Jury Trial Witness	\$267.40
High Plains Power	Electric Services	\$533.10

Hughes, Chris	Ph Travel	\$13.20
Iron J Towing	Abandoned Vehicle Tow Charges	\$500.00
Ispyfire, Inc.	Level 1 Subscription	\$500.00
Jack's Body & Fender Repair	Service Call	\$100.00
K2 Towers III, LLC	Tower Rent	\$2,251.02
Karl's Auto Repair	Batteries	\$340.00
Kilburn Tire Company	Tires/Trailer Wheel/Rotation	\$1,776.49
Kostovny, Mark	Mileage	\$92.40
KTGA/KBDY	Radio Site Rent	\$300.00
L N Curtis & Sons	Plug/Battery for Lightbox/Air Pack Test	\$2,461.64
Larimer County Coroner	Coroner Expense Exam Fees	\$500.00
Lissman, Hunter	Jury Trial Witness	\$228.55
Martinez, Felix	Electronic Monitor Refund	\$28.00
Martinez, Priscila Yajhaira	Jury Trial Witness	\$133.14
McKesson Medical-Surgical	Medical Supplies	\$139.13
Merchant McIntyre Assoc., LLC	Service Revenue February 2024 Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$725.00
Miller, Taylor	Mileage	\$137.18
Mountain Alarm	Youth Crisis Center-Alarm Monitoring	\$57.90
Napa - Saratoga	Misc. Parts & Supplies	\$518.27
NMS Labs	Litigation Support & Coroner Exam Fees	\$411.00
Norco, Inc.	Cylinder Rent & Welding Supplies	\$910.53
Nunez Navarro, Arleth Irani	Jury Trial Witness	\$167.50
Offender Watch	Sex Offender Notification	\$150.52
Olde Trading Post	Fire Fuel	\$104.56
O'Reilly Auto Parts	Marker Light	\$600.93
Parker, Elizabeth	Mileage	\$8.64
Perkins Oil Co.	Diesel Exhaust Fluid & Fuel	\$556.48
Pfizer Inc.	Vaccines	\$2,304.91
Quill Corporation	Calendar	\$6.21
R.P. Lumber Company, Inc.	Sink/Faucet	\$152.98
Rawlins Automotive	Misc. Auto Supplies	\$1,729.21
Rawlins Hardware - 5465	Hose Connect	\$8.99
Rawlins, City of	Water Services	\$2,371.67
Rice-Prior, Denise	Inmate Mental Health Services	\$1,500.00
Rodabaugh, Sherry	Bailiff For Jury Trial	\$75.00
Rodriguez, Juan Walter	Electronic Monitor Refund	\$463.00
Saratoga Sun	Misc. Ads	\$1,180.57
Shepard's	Fuel	\$100.47
Shively Hardware	Polaris Ranger & Misc. Parts	\$36,087.96
Staples Advantage	Misc. Office Supplies	\$715.90

State of Wyoming A & I	Mainframe Access & File Storage	\$50.38
Stericycle, Inc.	Steri Safe Budget Subscription	\$47.96
Stinker Stores Inc.	Fuel	\$13,669.97
Summit Food Service	Jail Meals	\$13,526.50
Sunrise Sanitation Service, LLC	Trash Services	\$75.00
Swanson Services Corporation	Jail Commissary Supplies	\$1,609.44
Terminix	Jail Pest Control	\$193.00
The Masters Touch, LLC	Treasurer Advertising/Printing	\$288.18
Trevathan, Sabrina Rdr	Court Reporter	\$63.00
University of Wy Extension	Salary Match & FY 24 Salary Billing	\$10,538.73
UPRSWDD	Trash Services	\$190.00
Valence Health Corp	Inmate Medical Services	\$6,500.00
West End Sinclair	Sheriff Special Acct Rescue Unit	\$156.62
WY Behavioral Institute	Emergency Detentions	\$3,016.00
WY Dept of Health	State Vehicle Rental	\$80.00
WY Dept of Transportation	CR 203 Bridge Over N Platte	\$2,587.23
WY Fire Chiefs Association	2024 Membership Dues	\$100.00
WY Machinery Company	Motor Grader, Cutting Edges, Bits & Maint.	\$450,810.63
WY Retirement System	Dec Vol Fire Retirement	\$806.25
WY State Firemen's Association	2024 Dues	\$75.00
Wyoming Apparatus	Misc. Supplies	\$12,002.28
WY Cleaning & Solutions LLC	Epoxy Floor/Labor/Materials	\$3,295.00
Y2 Consultants, LLC	Chokecherry P&Z Land Use Plan Update	\$3,210.37
Zumbrennen Electric Inc.	Electrical Upgrades at Various Co. Bldgs.	\$32,183.06
Wex Bank	Fuel/Finance Charges	\$756.81
WY Dept of Transportation	License Plates	\$12.00

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 January 16, 2024, regular meeting minutes; monthly receipts from Planning and Development in the amount of \$475.00, Carbon County Clerk in the amount of \$13,684.75 and Clerk of District Court in the amount of \$4,640.00, bonds for Nina Garner, Deputy Treasurer for Carbon County in the amount of \$10,000.00, Sondra Ryberg, Deputy Treasurer for Carbon County in the amount of \$10,000.00, Georgia R. Miller, Treasurer for CCSD#2 in the amount of \$50,000.00 and Pam Thayer, Treasurer for CCSD#1 in the amount of \$50,000.00. Vice Chairman Moore seconded and the motion passed unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Public Health

Amanda Brown, Public Health Nurse presented a grant agreement with the WY Department of Health for board approval and Chairman's signature. This grant supports staff by paying for training they would otherwise not be able to pay for.

Commissioner Espy moved to approve and authorize the Chairman's signature on the Grant Agreement between Wyoming Department of Health, Public Health Division and Carbon County for the purpose of setting forth the terms and conditions by which the County shall address public health infrastructure needs and expand workforce development, in an amount not to exceed \$54,986.67 and for a term ending on November 30, 2027. Vice Chairman Moore seconded and the motion passed unanimously.

Ms. Brown reported she would be taking over the Prevention grant in July but wanted to open the Prevention Specialist position now rather than waiting until July. She offered that she could use the available funding from the part-time Saratoga position. The BOCC authorized her to move forward with the position.

Dr. Duane Abels was present reporting that influenza is increasing throughout the state and that nationwide sexually transmitted diseases are on the rise. He has also recently investigated some bed bug cases in the county.

Attorney

Sarah Chavez-Harkins requested board approval and Chairman's signature on a quote for the judicial dialog systems. She feels the software will greatly increase productivity and will integrate with the existing Spillman law enforcement software. There is an initial fee plus an ongoing maintenance fee which includes training of new employees. Ms. Harkins reported they have just over \$13,000 in TB Flats impact funds in addition to unused staffing funds in their own budget to cover the initial fees.

Vice Chairman Moore moved waive the procurement policy due to the quote received and this software works with the existing Spillman software and approve and authorize the Chairman's signature on the statement of work and quote from Judicial Dialog Systems for providing the Carbon County Attorney's Office with integration of Spillman/Motorola FLEX to import data from Law Enforcement to Judicial/Dialog v.4x case management software for an amount of \$20,800.00. Commissioner Espy seconded and the motion passed unanimously.

Road & Bridge

Kandis Fritz, Road & Bridge Superintendent recognized Tom Fischer who just hit 23 years of service this week. She requested and received authorization to bid on three projects which consists of the CR401 Mag Chloride grant project, the FY24 GMAQ grant project on 41 miles of county roads and the gravel project in the Saratoga area.

Mrs. Fritz requested board approval and Chairman's signature on a letter to WYDOT prioritizing the County's BROS request.

Commissioner Espy moved to approve and authorize the Chairman's signature on the letter to WYDOT prioritizing Structure DMT on CR 680 over Structure DNC on CR 3. Vice Chairman Moore seconded and Commissioner Johnson mentioned he will be a no vote as he feels the CR3 bridge is not a priority at this time. He is able to haul his livestock over the bridge and he thinks it is in poor form for him to vote on a bridge in his front yard as a county commissioner. The motion passed with all voting for the motion except Commissioner Johnson and Chairman Jones.

IT

Matt Webster, IT Director requested board approval and Chairman's signature on an agreement for public facing email domain change from @carbonwy.com to @carboncountyywy.gov. He reported the website has already been transitioned and emails should follow in the next few months.

Commissioner Irene moved to approve and authorize the Chairman's signature on the \$7,300.00 Advanced Network Management State of Work for the public facing email domain change that will change our email addresses from @carbonwy.com to @carboncountyywy.gov. Commissioner Espy seconded and the motion passed unanimously.

Planning and Development

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented Certificates of Recommended Action and requested a public hearing be scheduled. The applicant is C.U. Case #2024-01-KB Energy and Brokaw.

Commissioner Espy moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for C.U. Case #2024-01-KB Energy and Brokaw and schedule a public hearing for Tuesday, March 5, 2024, at 11:30 a.m. at the Carbon Building – Courthouse Annex in Rawlins, Wyoming. Vice Chairman Moore seconded and the motion passed unanimously.

Ms. Rowan provided an update on the Carbon County Comprehensive Land Use Plan noting that they have extended the public survey period looking for at least 300 responses.

Buildings & Grounds

Jeff Askins, Buildings Manager reported the HVAC control project at the Jeffrey Center is complete.

Clerk

Gwynn Bartlett, Carbon County Clerk, presented an administrative service agreement with BCBSWY for board approval and Chairman's signature.

Commissioner Johnson moved to approve and authorize the Chairman's signature on the Blue Cross Blue Shield of Wyoming Administrative Service Only Group Plan Change for with NOVO's attorney suggested changes. Vice Chairman Moore seconded and the motion passed unanimously.

Treasurer

County Treasurer, Lindsey West reported Eileen Keller, Motor Vehicle Deputy retired yesterday after approximately 17 years. She thanked her for her service and asked the BOCC for authorization to fill the position.

Sheriff

Alex Bakken, Carbon County Sheriff reported there was a serious violent threat received regarding Victory High School last week and he thanked all the entities involved including the School Resources Officers.

The Sheriff reported there are 15 dispatchers spread across three entities, 9 of which are employed by the county. Based on current resource management he feels like combined dispatch is more likely to occur at this time and wants to include all stakeholders in the discussion. Commissioner Johnson stated his support for moving forward with the combined dispatch effort noting the financial burden is an issue as well.

Commissioners

Commissioner Johnson reported on the WCCA Committee he serves on noting that the WY Retirement System is pushing for legislation to increase county and employee contributions for the law retirement plan. This 5% increase would be an estimated \$134,729.00 per year for Carbon County. There is another bill to increase the public employee plan by 1% as well with an estimated \$48,258.00. During his conference there was discussion of the state putting in funding to cover any needed increases but he is unsure at this time how that will progress.

Commissioner Irene discussed a hazmat spill on Interstate 80 and thanked those involved.

Commissioner Espy reported Thursday he is headed to the NACO legislative conference and Western Interstate Region then will return to Wyoming for the WY County Commissioner's Association legislative conference.

Vice Chairman Moore reported he will serve as a co-facilitator with Memorial Hospital of Carbon County along with Lenny Layman and he continues his work on the National Heritage Area.

Chairman Jones reported the Dixon Airport north hangar removal project has begun. Each of the three hangars will need to be appraised then purchased from the two owners. After purchase they will be torn down and connector taxiways torn out followed by the same process on the opposite side of the airport.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 10:00 a.m. with Clerk Bartlett, Ashley Mayfield Davis and Sheriff Alex Bakken to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Irene seconded and the motion passed unanimously.

Sheriff Bakken left at 10:30 a.m.

Commissioner Espy moved to come out of executive session at 11:00 a.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Moore seconded and the motion passed unanimously.

MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)

Rex Walk, Interim Chief Executive Officer along with Stephanie Hinkle, Director of Strategic Operations and Rod Waeckerlin, Board Chairman provided an update on the Hanna Clinic, staffing and upcoming blood draws.

Scott Miller, Interim Chief Financial Officer discussed \$15 million in net revenue.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 11:20 a.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, March 5, 2024, 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 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.