

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

**Tuesday, March 19, 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, March 19, 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

Chairman Jones moved the Prevention Agreement under Public Health to the first thing followed by the Sheriff, Emergency Management then the remainder of the agenda.

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

VOUCHERS

Vice Chairman Moore moved to approve February 2024 payroll and benefit expenses of \$1,046,424.21, insurance claim and premium expenses of \$243,501.01 and the report of expenditures in the amount of \$596,716.01 for an aggregate total today of \$1,886,641.23. Commissioner Espy seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
Advanced Network Mgmt., Inc.	Contract & Infoblox Training	\$3,616.89
Affordable Tree Care, LLC	Tree Removal	\$5,200.00
Amazon Capital Services	Dial Indicator & Toolbox Keys	\$143.66
APEX Communications	Radio Contract Services	\$4,000.00
APG Media of the Rockies	County Office Closure Ad	\$40.00
Baggs, Town of	Office Space Rent & Water Services	\$252.60
Bank of Montreal - Mastercard	After Academy Meal	\$42,013.51
Beach, Homer	Ryan Park Snowplowing	\$880.00
BI Inc.	Electronic Monitoring Services	\$1,391.00
Big Bale Company	Tire Repair	\$35.35
Blackwater Septic Solutions	Fairgrounds Septic Tanks	\$800.00
Blakeman Propane	Propane Services	\$285.76
Blue Knight Security LLC	Jail Extraditions	\$4,525.00
Bridger Fabrication	Metal for Bridge Repair	\$303.32

Brown & Hiser LLC	Legal Services	\$470.00
Camfil, USA Inc.	Air Filters	\$357.00
Capital Business Systems Inc.	IT Copiers	\$2,316.86
Carbon County Fair Board	Monthly Outside Agency Payment	\$2,833.33
Carbon County Library	Monthly Outside Agency Payment	\$31,170.16
Carbon County Museum	Monthly Outside Agency Payment	\$20,833.33
Carbon County Public Health	Employee Flu Shots	\$338.40
Carbon County Senior Services	Monthly Outside Agency Payment	\$19,583.33
Carbon Power & Light Inc.	Electric Services	\$2,273.88
CareRight Technologies, LLC	Monthly Bed Fee/Shipping of Tablets	\$198.32
CDW Government, Inc.	MDT's & Warranty Service	\$16,232.40
Charter Communications	Jail Cable	\$236.55
CIDNET	Jail Data	\$750.00
Civic-Plus	Annual Maintenance for Website	\$6,711.52
Clegg Barbara A.	Meal Reimbursements	\$50.21
Coal Creek Law	Legal Services	\$130.00
Collins Communications Co.	Programming Cable/Insurance	\$181.46
Core Legal, LLC	Legal Services	\$1,652.00
Corvinus Group LLC	Intercom Stations	\$258.00
Cowboy Chemical	Jail Cleaning Supplies	\$598.40
Crane & Hoist Sales, Inc.	Annual Inspection-Overhead Crane	\$2,835.00
Daily Times	Jail Newspapers	\$167.04
Dirty Boyz Sanitation, Inc.	Carbon Building Trash Services	\$1,646.00
Dominion Energy	Gas Services	\$399.65
Dynamic Controls Inc.	Service Jail Controller	\$567.00
Elevated Safety Solutions	Random Alcohol Testing	\$204.00
Elk Mountain, Town of	Water Services	\$666.21
Engineering Associates	Project Coordination for Structure & Design	\$395.78
Engstrom, James D. DDS	Inmate Dental Services	\$2,500.00
Fremont Co. Coroner's Office	Autopsy Services & Lab Fees	\$3,850.00
Further	Medical FSA, Health Reimb. & Part. Fees	\$4,187.81
Galls/Quartermaster	Sheriff Uniforms & Equipment	\$1,449.36
Grainger	Electric Wall Heater & Shims	\$629.84
Greater Wy Big Bros/Sisters	Feb-County Prevention Services	\$5,474.70
Grundman, Brynna J.	Mileage	\$189.75
Hanna, Town of	Water Services	\$254.22
Herman, Bobbie	Boards Fair Mileage	\$49.50
Iacovetto, Karon	Monthly Janitorial Services	\$8,230.00
Jones, Kaylee	Sponsorship Redesign Work	\$60.00
Kaisler, Todd	Boards Fair Mileage	\$198.00
KTGA/KBDY	Radio Site Rent & Misc. Ads	\$590.00

Laramie Fire Protection	Monthly Fire Alarm Monitoring	\$540.00
Lifetime Benefit Solutions, Inc.	Cobra Fee	\$25.00
Lujan, Mike	Reimbursement 08 F350 Mechanic Work	\$1,254.00
McKesson Medical-Surgical	AED Battery	\$513.54
McNees, James	Mileage	\$77.00
Medicine Bow, Town of	Water Services	\$218.65
Merchant McIntyre & Assoc.	March 2024 Monthly Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$5,110.00
Mobile Concrete, Inc.	Concrete For Cattle Guard Blocks	\$3,239.50
Moody's Investors Service	Annual Fee	\$500.00
Motorola Solutions	SAA Certification Fee, Holster & Batteries	\$5,561.34
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
Napa - Saratoga	Misc. Supplies	\$83.72
NMS Labs	Lab Fees	\$554.00
Norco, Inc.	Sensors, Welding Supplies & Cylinder Rent	\$1,778.64
Offender Watch	Offender Notification	\$88.40
Office of State Public Defender	Co. Supplement Public Defender Budget	\$41,340.54
Old Penitentiary JPB	Quarterly Outside Agency Payment	\$8,750.00
Olde Trading Post	Gas For Welder	\$105.71
O'Reilly Auto Parts	Misc. Auto Parts	\$118.52
Perkins Oil Co.	Fuel	\$12,516.38
Pinnacle Public Finance, Inc.	Cat Blade/Peterbilt End Dump Lease Pymt.	\$49,123.39
Quarles Petroleum	Fire Fuel	\$1,041.07
R.P Lumber Company, Inc.	Ups Freight/Shipping & Supplies	\$631.56
Rawlins Automotive	Misc. Auto Parts & Supplies	\$2,662.70
Rawlins Glass Center, Inc.	Windshield Replacement	\$1,385.23
Rawlins Hardware - 5405	Misc. Supplies	\$54.09
Rawlins Hardware - 5410	Misc. Supplies	\$448.01
Rawlins Hardware - 5475	Padlock/Staples	\$34.17
Rawlins, City of	Water Services	\$2,416.21
Republic Services #642	Trash Services	\$321.29
Rice-Prior, Denise	Inmate Mental Health Services	\$1,200.00
Rocky Mountain Power	Electric Services	\$19,873.34
Rocky's Quik Stop	Baggs Diesel	\$1,134.70
Saratoga Sun	Misc. Ads	\$1,270.75
Saratoga, Town of	Water Services	\$48.50
Shippy Solutions LLC	Interpretation Services	\$40.00
Shively Hardware	Toilet Paper/Cleaning Supplies	\$88.92
Skyline Motors, Inc.	Bolt	\$8.78
Slow & Steady Law, PLLC	Legal Services	\$13,790.00
South Central WY EMS	Quarterly Outside Agency Payment	\$11,432.50

Spencer, James Joseph	Soberlink Monitor Refund	\$820.00
Staples Advantage	Misc. Office Supplies	\$143.47
Stinker Stores Inc.	Fuel	\$24,641.13
Summit Food Service	Jail Meals	\$3,522.08
Super Vacuum Mfg. Co. Inc.	CCSO Graphics	\$1,604.97
Swanson Services Corporation	Jail Commissary Supplies	\$1,505.16
T.W. Enterprises, Inc.	Annual Generator Maintenance	\$7,473.70
The Masters Touch, LLC	Assessor Postage	\$7,600.20
Transunion Risk & Alt. Data	Trulookup Program	\$175.00
Trudiligence, LLC	OEM Volunteer Background Checks	\$19.98
Tyler Technologies, Inc.	Web Hosting/Internet	\$275.63
U S Postmaster-Rawlins	Annual Fee	\$100.00
United States Postal Service	Postage Machine Funds	\$10,000.00
US Bank	Misc. Charges	\$3,026.86
Valley Fire Extinguisher	Misc. Fire Equipment	\$63.65
Valley Oil Company	Fuel	\$1,641.59
Voiance Language Services LLC	OPI Interpretation Services	\$72.75
Western Truck Repair	Pressure Sender	\$29.96
Wex Bank	Fuel	\$490.80
Wille, O.R.	Mileage	\$82.50
Wille, Ron	Gravel Lease Payment	\$1,000.00
WY Coroner's Association	2024 Association Dues	\$175.00
WY Dept. of Transportation	Transfer plates	\$2.00
WY Machinery Company	Med Bow & Saratoga Trailers	\$122,200.00
WY Retirement System	Feb. Vol Fire Retirement	\$750.00
WY Cleaning & Solutions LLC	Monthly Janitorial Services-Courthouse	\$6,583.33

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 March 5, 2024, regular meeting minutes; monthly receipts from Clerk of District Court in the amount of \$5,475.00 and Carbon County Clerk in the amount of \$14,040.25. Vice Chairman Moore seconded and the motion passed unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Public Health

Public Health Nurse Manager Amanda Brown requested approval of the Prevention Services agreement with the county. Attorney Ashley Davis reported she had several changes to the agreement and Clerk Bartlett needed time today to review those. The BOCC stated it would consider the agreement later.

Sheriff

Alex Bakken, Carbon County Sheriff provided an update for his department. He thanked HF Sinclair for their \$5,000.00 donation towards the snowmobile program and Snowy Range Snowmobile Club for their generous donation. He also thanked Mike Lujan and Ashton Hansen for the generous donation of the new department K9, Mako.

Sheriff Bakken recognized Patrol Deputy, Jason Black and Detention Deputy, Zachary Dyer for Employees of the Quarter and Years of Service Recognition to Jason Black, Branden Langdon, and Callie Langdon.

Emergency Management

Lenny Layman, Emergency Management Coordinator introduced the Carbon County Courthouse Active Assailant Planning Team and discussed the full-scale exercise from March 5.

Building and Grounds

Jeff Askins, Building and Grounds Manager requested to waive procurement and request approval for Dynamic Controls HVAC repairs at the Carbon County Detention Center. The proposal includes an estimate of \$29,597.00 for items that need replaced plus \$6,807.00 for rewiring and programming for a total of \$36,404.00.

Commissioner Espy moved to waive procurement and approve the proposal from Dynamic Controls for HVAC repairs at the Carbon County Detention Center. The proposal includes an estimate of \$29,597.00 for items that need replaced and \$6,807.00 for rewiring and programming for a total of \$36,404.00. Commissioner Johnson seconded and the motion passed unanimously.

Mr. Askins presented estimates for duct cleaning at the Carbon County Detention Center. Estimates were received from Mighty Ducts in the amount of \$34,000.00 and from Wyoming Cleaning & Solutions, LLC in the amount of \$98,178.88. Sheriff Bakken has \$25,000 towards the work.

Commissioner Espy moved to waive the procurement policy as the formal bidding process wasn't completed although informal quotes were received and approve the estimate from Mighty Ducks in the amount of \$34,000.00 for duct cleaning at the Carbon County Detention Center. Vice Chairman Moore seconded and the motion passed unanimously.

Mr. Askins requested and received approval to bid the fairgrounds arena and grandstands lighting project.

Road & Bridge

Kandis Fritz, Road & Bridge Superintendent reported the BOCC previously approved her to work with WYDOT to obtain a price to apply single chipseal to County Road 401. The quote came back at \$1,884,409.60 including the chip seal and centerline stripe as well as the fog seal which will

help maintain the shoulders. She proposes removing \$151,998.00 for the centerline stripe as the traffic doesn't warrant that immediately. By using WYDOT's pricing the project was bid through the state. There is a \$75,000.00 discount for using the same contractor as WYDOT at the same time. The total recommended with Intermountain Slurry Seal is \$1,732,411.60 to be paid with road funds. Commissioner Johnson asked the Sheriff his concerns about removing the centerline stripe and he replied that it would be more about liability and Attorney Davis discussed her concern about some crimes such that may be more difficult to prosecute without the centerline. After further discussion the BOCC approved the entire project including striping and opted to utilize funds from Chokecherry impact funds with the remainder coming from the road fund. The amount to come from Chokecherry would be the amount necessary to maintain the road fund balance of approximately \$1 million.

Clerk

Gwynn Bartlett, Carbon County Clerk, presented board applications that she received for the Senior Services board.

Vice Chairman Moore moved to reappoint Barbara Moss and Helen Weiland to the Carbon County Senior Services Board for 3-year terms expiring March 2027. Commissioner Irene seconded and the motion passed unanimously.

Clerk Barlett presented a MOU with Public Health for board approval and Chairman's signature.

Commissioner Irene moved to approve the Memorandum of Understanding between Carbon County and Carbon County Public Health for a Community Support and Prevention Specialist who will perform the services as set forth in the contract with WY Dept. of Health concerning the Substance Abuse Prevention Program, Tobacco Prevention and Control Program, and the Injury and Violence Prevention Program for community based alcohol, tobacco, opioid, other drugs and suicide prevention in Carbon County. Commissioner Espy seconded and the motion passed unanimously.

Clerk Bartlett reported the COBRA administration agreements with Lifetime Benefit Solutions were still not ready for approval and hoped they would be presented at the next meeting.

Attorney

Sarah Chavez Harkins, Carbon County Attorney, presented the Judicial Dialog Systems Software Licensing Agreement in the amount of \$49,7000.00 for approval, significant more than previously discussed. There is an annual cost of approximately \$6,000.00 plus an automatic 5% built in increase. They have saved approximately \$105,000.00 in her salary line item from open positions that she would like to use for the implementation. IT would need to purchase a server in the approximate amount of \$5,000.00. There is approximately \$13,000.00 in TB Flats impact funds set aside for the Attorney's Office that they would also like to use for the project. Matt Webster, IT Director stated this project should help his department by cutting down on storage with a dedicated server. Attorney Davis is negotiating the contract and requesting some changes. The software should be implemented in approximately 8 weeks from approval.

Commissioner Johnson moved to approve Judicial Dialog Systems Software Licensing Agreement in the amount of \$49,7000.00 subject to legal approval and authorize any commissioner to sign. Vice Chairman Moore seconded and the motion passed unanimously.

Ashley Mayfield Davis, Carbon County Civil Attorney discussed a Memorandum of Understanding with the town of Hanna for the town to contribute \$1,500.00 towards gas service and \$1,200.00 for water utilities at the Hanna Library through April 2024. Library Director Wenzel had requested changes which they have not seen yet so she asked that this be approved at a future meeting.

Attorney Davis presented a Letter to Republic Services voiding the Customer Service Agreement for trash service at the Hanna Senior Center.

Vice Chairman Moore moved to authorize the Chairman's signature on the Letter to Republic Service voiding the Customer Service Agreement for trash service at the Hanna Senior Center. Commissioner Espy seconded and the motion passed unanimously.

Commissioners

Chairman Sue Jones presented an agreement with Ardura Engineers for the Dixon Airport. She stated with the removal of the north hangars, the county will need space for those owners to build near where other hangars are located. To accomplish this the county needs an apron taxiway engineered. The county also needs the current layout surveyed and mapped. The total estimated price of this ranges from \$7,000.00 to \$9,600.00. Attorney Davis noted the existing Master Services Agreement would cover the work.

COMMISSIONER & CITIZEN DISCUSSION

Vice Chairman Moore thanked Sheriff Bakken for continuing the discussion of public agencies with other agencies. Commissioner Irene echoed that. He also reported the Carbon County Council Governments will meet tomorrow in Saratoga.

Commissioner Espy reported at their last Public Lands Steering Committee meeting that the US Forest Service tried to convince the committee that several entities could be cooperators rather than all counties be cooperators.

County Treasurer

County Treasurer, Lindsey West reported payment of property taxes and vehicle registrations online were currently limited to credit card transactions however she is now able to take e-check payments which would not have the steep credit card fees but rather a flat \$1.75 fee per transaction.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 10:22 a.m. with Clerk Bartlett, Lenny Layman, Matt Webster and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Moore seconded and the motion passed unanimously.

Matt left the session at 10:31 a.m. and Lenny joined. Lenny left at 10:46 a.m.

Commissioner Espy moved to come out of executive session at 11:10 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 the new CFO Margaret M. Fontana, MBA, CPA provided an update on the hospital to include ongoing clinic operations, recruitment efforts, new service lines they hope to offer, transferring IT services for the hospital, a telephone answering initiative, patient grievances and company processes, community relations efforts, a quarterly newsletter and goals for 2024. The group presented financials dated 02/27/2024 and noted their cost reports are filed and caught up. Amy Hickman shared human resources statistics such as staffing and travel staff costs. Also present was Jerry Steele.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 11:58 a.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, April 16, 2024, at 2:00 p.m. at the Sinclair Town Hall located at WY-76, Sinclair, 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.