

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
MARCH 7, 2023

FULL DETAILED REPORT

The Board of Fremont County Commissioners convened in Regular Session at 9:00 a.m. with the following members present: Vice-Chairman Michael Jones, Jennifer McCarty, Clarence Thomas (via Zoom) and Ron Fabrizius. Chairman Larry Allen was absent. County Clerk Julie A. Freese was present.

Ron Fabrizius moved, Jennifer McCarty seconded, to approve the agenda as presented. Motion carried unanimously.

Jennifer McCarty moved, Ron Fabrizius seconded, to approve the minutes of the Regular Meeting held on February 21, 2023. Motion carried unanimously.

Jennifer McCarty moved, Ron Fabrizius seconded, to accept the bills for payment. Motion carried unanimously.

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
307 Shredding LLC	Segregated	Shredding Services	\$1,800.00
71 Construction	ARPA Program Grant	Irrigation Repair	\$7,233.00
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$3,589.36
Ace Hardware-Lander	Detention Center	Materials/Supplies	\$38.99
Airgas USA LLC	Vehicle Maintenance	Supplies	\$272.94
American Family & Life Insurance	Segregated	Insurance	\$5,228.77
ANDA Inc	Public Health	Vaccine	\$3,658.14
Apex Surveying, Inc.	Road Construction	Riverview -North Fork	\$11,425.40
Artery Construction Inc.	Transportation	Contract Services	\$13,497.50
B & B Enterprises LLC	Road Construction	Signs & Supplies	\$400.00
B & T Fire Extinguishers, Inc.	County Sheriff	Extinguisher Services	\$173.00
Bailey Enterprises, Inc.	Segregated	Bulk/Vehicle Fuel	\$27,960.20
Bench, Travis	County Sheriff	Reimburse Expenses	\$63.29
Best Western Ramkota	County Sheriff	Lodging	\$206.00
Bill Jones Plumbing & Heating	County Buildings Detention	Supplies/Parts	\$49.00
Black Hills Energy	County Buildings	Utility Service	\$14,831.52
Bloedorn Lumber-Lander	County Buildings	Materials/Supplies	\$116.10
Blue Cross Blue Shield of WY	Co Admin	Health Insurance Claims	\$196,286.69
Bowdel, Steven P.	Detention Center	Medical Services	\$2,187.50
California State Disbursement	Payroll	Child Support	\$603.75
Capital Business Systems, Inc.	COVID 19 Grant	Supplies & Service	\$74.16
Carquest Auto Parts	Vehicle Maintenance	Parts & Supplies	\$72.18
Casper Psychological Services	County Attorney	Trial Testimony	\$1,755.00
Clifford, Gregory P. MD PC	Detention Center	Inmate Medical	\$8,087.00
Clinical Colleagues, Inc.	Detention Center	Inmate Medical	\$1,120.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$699.07
Convergeone, Inc.	County Sheriff	Service Agreement	\$4,102.08
County Circuit Courts	Payroll	Garnishment	\$799.21
Cowboy Chemical, Inc	Detention Center	Laundry & Kitchen Supply	\$1,635.56
Dave Smith Motors, Inc.	ARPA Program Grant	Vehicle Purchase	\$64,422.00
Dealers Electrical Supply	County Buildings	Materials/Supplies	\$23.50
DOWL LLC	Road Construction	Road Surface Plan	\$11,360.00
Drug Testing Services LLC	Transportation	Drug Testing Service	\$440.00
Dubois Telephone Exchange	County Sheriff	Telephone Service	\$722.20
Edwards Communications	Prevention Program	Advertising	\$875.00
Election Systems & Software, Inc.	County Elections	Supplies	\$660.00
Empower Trust	Segregated	Wyoming Benefits	\$8,085.00
Ethos Transportation Assistance	Health & Welfare	Title 25	\$1,200.00
Evergreen Tax & Consulting LLC	County Treasurer	Consultation/Services	\$2,640.00
Floyd's Truck Center WY	Vehicle Maintenance	Parts	\$550.95
Fremont County Cattlewomen	Agriculture Department	Catering	\$2,326.00
Fremont County Treasurer	Co Admin	Health Insurance	\$346,268.00
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$34,343.97
Fremont Motor Riverton, Inc.	Segregated	Parts/Supplies	\$16.20
Gee, Brian	Detention Center	Medical Services	\$5,580.00
Globalstar USA	Search & Rescue	Satellite Phone	\$275.24
Gloria DeGraw	Health Benefit Plan	Death Benefit	\$5,000.00
Grainger	County Buildings Detention	Materials/Supplies	\$482.40
Hall, Tatum	Health Promotion	Expense Reimbursement	\$29.00

Hasco Industrial Supply	Vehicle Maintenance	Materials/Supplies	\$26.56
HDR Engineering, Inc.	Road Construction	8 Mile Road	\$2,415.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$752.00
Injury Prevention Resources	Segregated	Contractual Services	\$1,570.00
Int'l Academies of Emergency Dispatch	Dispatch Center	Training	\$40.00
J R Project Management LLC	LATC Program Grant	Project Management	\$3,750.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$599.25
Lander Valley Auto Parts	Vehicle Maintenance	Parts/Supplies	\$519.42
Lander Valley Physicians Practice	Detention Center	Inmate Medical	\$87.00
Lawson Products, Inc.	Vehicle Maintenance	Parts/Supplies	\$757.81
Lyles, Jesse	Segregated	Contract Services	\$550.00
Marino, Christina	Detention Center	Uniform Repairs	\$35.00
Master's Touch LLC	Segregated	Postage/Services	\$18,879.31
McAuley, Lindsay	Detention Center	Medical Services	\$1,125.00
Media Works, Inc.	Detention Center	Supplies	\$189.99
Miller, Margaret	District Court	Court Appointments	\$1,162.50
Morneau, Anita	Maternal Child Health	Expense Reimbursement	\$128.40
Mountain Dental PC	Detention Center	Inmate Medical	\$3,266.00
Mountain West Towing LLC	Abandoned Vehicles	Vehicle Towing	\$716.00
Mr D's Food Center, Inc.	Segregated	Supplies	\$162.27
Napa Auto Parts-Riverton	Transportation	Parts/Supplies	\$258.97
New York Life Insurance	Segregated	Insurance	\$133.11
Norco Inc.	Segregated	Supplies	\$4,351.05
Office Shop Inc, The	Agriculture Department	Repair/Service	\$134.05
Orion Healthcare Tech. Inc.	Segregated	Contract Services	\$2,808.00
Palace Pharmacy	Detention Center	Inmate Rx's	\$6,138.02
Payroll Taxes	Co Admin	Withholding/FICA	\$201,441.71
Peterbilt of Wyoming	Vehicle Maintenance	Parts	\$571.58
Print Shop, The	County Sheriff	Printed Office	\$229.00
Quadient, Inc.	County Sheriff	Postage Meter Rental	\$171.17
Quill Corporation	County Attorney	Office Supplies	\$48.71
R C Lock & Key	Vehicle Maintenance	Supplies/Services	\$204.00
R R Brink Locking Systems, Inc.	County Buildings Detention	Materials/Supplies	\$1,276.00
R T Communications	Dispatch Center	Telephone Service	\$444.11
Reed's Moghaun Office Supply	County Elections	Office Supplies	\$47.10
Remote Satellite Systems	Search & Rescue	Cell Service	\$69.95
Riverton Physician Practices LLC	Segregated	Drug Testing	\$947.00
Riverton Ranger, Inc.	Segregated	Advertising	\$2,714.30
Riverton, City of	County Buildings	Water/Sewer	\$800.14
Sagewest Health Care	Detention Center	Inmate Medical	\$18,166.79
Secretary of State	County Attorney	Notary Fee	\$60.00
Skaggs Companies, Inc.	Segregated	Uniforms/Supplies	\$1,122.70
Smith Psychological Services	Detention Center	Services	\$800.00
Solterra Engineering, Inc.	ARPA Program Grant	Engineering Service	\$230.00
State Disbursement Unit	Payroll	Child Support	\$986.25
Strasser, Stacy	Cast	Expense Reimbursement	\$143.89
Sutherland Lumber Co.	County Buildings	Supplies/Materials	\$19.48
Sweetwater Aire LLC	County Buildings	Supplies/Parts	\$638.34
Sweetwater County Sheriff	Detention Center	Inmate Housing	\$6,045.00
Teton Pathology PC	County Coroner	Services	\$100.00
Total Net Salaries	Segregated	Salaries	\$673,259.70
Traveling Computers	Computer Services	Subscriptions	\$681.50
Tumbleweed Propane, Inc.	County Buildings	Utility Service	\$1,200.86
Union Telephone Company	Segregated	Cellphones	\$380.55
W C & P A A	County Attorney	Dues	\$700.00
Western Printing, Inc.	Segregated	Printed Supplies	\$295.95
Whiting Law, P.C.	District Court	Court Appointment	\$855.00
Wilson, Kevin L. RN	Detention Center	Medical Services	\$1,000.00
Wind River Oilfield Service, Inc.	Transportation	Contract Services	\$8,887.50
Wind River Towing	Abandoned Vehicles	Vehicle Towing	\$260.00
WY Dept of Employment	Segregated	Unemployment Claims	\$0.00
WY Law Enforcement Academy	Detention Center	Training	\$1,449.00
WY SDU	Payroll	Child Support	\$880.00
Wyo Child Support Enforcement	Segregated	Child Support	\$850.00
Wyo Dept of Workforce Service	Co Admin	Workers Comp	\$28,254.47
Wyoming Machinery, Co.	Transportation	Parts	\$1,741.53
Wyoming Retirement System	Co Admin	Contributions	\$161,294.16
Wyonet, Inc.	Computer Services	Telephone/Internet Service	\$5,322.77

Jennifer McCarty moved, Ron Fabrizius seconded, to accept the following Title 25 vouchers: Fremont Counseling Service in the amount of \$4,200 for January patients; Ethos Transportation Assistance in the amount of \$1,472.36 for one transfer and Wyoming Behavioral Institute in the amount of \$3,016.00 for one patient. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Memorandum from Commissioners with their FY 2023-2024 Budget Message for inclusion with the budget packets; and 2) Record of Proceedings. Ron Fabrizius moved, Jennifer McCarty seconded, to approve a Fremont County Bore, Cut, Parallel Public Utilities Right-of-Way Easement Application from Robin Carlsen, Tallgrass Midstream Gathering, LLC for Tunnel Hill Road. Motion carried unanimously. Ron Fabrizius moved, Jennifer McCarty seconded, to approve a Wyoming Health Fairs 2023 Wellness Contract for Fremont County Employees. Motion carried unanimously. Ron Fabrizius moved, Jennifer McCarty seconded, to ratify the acceptance of the bid for the LATC funded project from Cloud Based Financial Close Management in the amount of \$46,000 for the County Clerk's Budget Solution Software. Motion carried unanimously. Ron Fabrizius moved, Jennifer McCarty seconded, to accept the bid from Dave Smith GM/Chrysler in the amount of \$64,422 for a used 2021 Chevrolet Tahoe for the Library with ARPA funding, with \$25,810 to be received as a reimbursement from the Wyoming Association of Risk Management Claim Settlement. Motion carried unanimously. Ron Fabrizius moved, Jennifer McCarty seconded, to accept the bid from Lander NAPA Auto Parts in the amount of \$8,834.34 for a snow plow for the Museum through ARPA funding. Motion carried unanimously. Ron Fabrizius moved, Jennifer McCarty seconded, to accept the bid from Traffic and Parking Control Co., Inc. in the amount of \$74,079.80 for four solar message boards for the Transportation Department with ARPA funding. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Two invoices from Davis Funeral Home for indigent burials. The applicable Application for Indigent Burial Funds was attached for each. Per the Fremont County Unclaimed & Indigent Burial and Cremation Policy, Fremont County Commissioners are responsible (per W.S. 18-3-504(c) for burial or cremation of indigent persons who were not receiving certain public benefits (POWER, Medicaid, SSI) for an amount of \$1,500 each. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the Indigent Burial Applications for a total of \$3,000 to Davis Funeral Home. Motion carried unanimously. 2) Invitation from the CWC Foundation Executive Director to tour the Rustler Ag and Equine Complex on March 9th (Commissioner Fabrizius will attend); and 3) 2023 WCCA Spring Meeting in Douglas on May 23-25, 2023 (Commissioner Jones will attend).

The Public Comment period was held. Superintendent of Fremont County School District #24 Bruce Thoren was present to publicly thank the County Transportation Department and Superintendent Billy Meeks for all their efforts and willingness to work with school districts through this winter to ensure that the kids got to school safely and the busses were not getting stuck. He further noted that he understands that the additional work comes at a cost to the county for overtime, fuel costs and equipment use. He wanted to publicly also thank the Commissioners for their willingness to find solutions and provide the best possible solution within the County's limited resources. Chairman Mike Jones agreed and stated the Transportation Department, Sheriff's Office, Ambulance, Search and Rescue, etc., are the unsung heroes this winter and was very appreciative of the coordination amongst all agencies.

Transportation Superintendent Billy Meeks was joined by DOWL Engineer Kasey Jones who presented Amendment No. 1 to the Agreement between DOWL and Fremont County for professional services for the Road Surface Management Plan. An additional \$15,000 is being requested that will be a revised not-to-exceed total of \$215,000 with funding through the Road Construction Fund and includes traffic counts on Union Pass Road, traffic data on Lyons Valley Road and actual counts instead of assumptions for traffic counts, pavement assessment, bridge assessments and major structures. Jennifer McCarty moved, Ron Fabrizius seconded, to approve Amendment No.1 as presented. Motion carried unanimously.

Billy Meeks informed the Board of a vacancy in the Riverton area and asked for authorization to rehire. Jennifer McCarty moved, Ron Fabrizius seconded, to rehire at a salary between \$37,500 and \$43,000, depending upon experience. Motion carried unanimously.

Administrative Assistant Jill Johnson joined Billy Meeks to discuss the Statement of Work Agreement with the Federal Highway Administration for the Horse Creek Road project. Johnson stated that an additional County match of \$193,620 is being requested. This has been a 1% funded project that has been the works for at least ten years. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the Memorandum of Agreement for the additional match money. Motion carried unanimously.

The Wiggins Fork Bridge project was reviewed but no action was taken pending review by the County Attorney's Office regarding their request for up-front payment prior to the project being done. County Clerk Julie Freese stated this could be an audit infraction as work cannot be paid for before it has been completed.

Commissioner Mike Jones reviewed the letter that was due to Mr. Bryan Newland, Assistant Secretary of Indian Affairs, regarding the Land Acquisition Proposed Rule (Docket No. BIA-2022-0004). The Governor's Office responded with their concerns and since it affects Fremont County, Chairman Allen and Vice-Chairman Jones worked with Civil Deputy Attorney Maxon to draft a response by the deadline last week regarding concerns with the Bureau of Indian Affairs' proposal to reduce or eliminate local and state government involvement for on-reservation trust applications. The letter asked that the Bureau formally engage with states and local governments before promulgating any final rule. Jennifer McCarty moved, Ron Fabrizius seconded, to ratify submission of the letter to the Department of the Interior. Motion carried unanimously.

Central Museum Director Scott Goetz was present to review his LATC grant applications for Infrastructure Projects for Riverton Museum – update gallery - \$14,000; Dubois Museum – new shop/storage building - \$205,599 and Pioneer Museum – repave north driveway and crack seal back parking lot - \$22,500 and \$6,000 respectively for a total request of \$248,099. He reviewed his second request for the Dubois Museum – collection storage (Seipt House) re-roof - \$4,500; and Pioneer Museum – Fence and Vestibule - \$54,000. The Commissioners stated they would schedule a tour to view all three Museum locations this spring prior to making any final decision on the projects.

County Clerk Julie Freese presented an updated spreadsheet of LATC project approvals to date. Transportation has requested additional funding to be added on to their two Motor Grader (\$880,000) requests of plow and wings totaling \$108,010. The Commission asked that Transportation Superintendent Billy Meeks and Vehicle Maintenance Supervisor Brad Meredith return later in the meeting to answer questions the Commissioners had.

The Juvenile Services LATC request for a Refrigerator (\$5,000) was found to include other items in this amount: \$2,000 for the refrigerator and \$3,000 for program incentives. Their remodel application was previously approved and this is associated with the remodel. Clarence Thomas moved, Jennifer McCarty seconded, to approve the LATC funding of \$5,000 for Juvenile Services refrigerator and programming needs. Motion carried unanimously.

A Public Hearing was held at 10:00 a.m., as advertised, regarding a new Retail Liquor License and all County renewal licenses. A new Retail Liquor License was reviewed as submitted by the National Museum of Military Vehicles d/b/a The Canteen. Present were Dan Starks and Mick Catron. Mick Pryor was in the audience and recommended the approval for the new license without delay. There were no other comments from the audience. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the new Retail Liquor License with a license term April 15, 2023 through April 14, 2024. Motion carried unanimously.

The renewal Retail Liquor Licenses were reviewed for the license term April 15, 2023 through April 14, 2024. The Fremont County Sheriff's Office annual report indicated there are no areas of concern with any of the establishments and the Alcohol Compliance checks for 2022 resulted in no infractions. Renewals applications were read as follows: 3 Spear Ranch LLC d/b/a 3 Spear Ranch; AJ Halmay & Associates US INC d/b/a Lazy L & B Ranch; Atlantic City Mercantile, Inc. d/b/a Atlantic City Mercantile; BL Property LLC d/b/a Brooks Lake Lodge; Bruce and Karen Davison d/b/a B & K Shoreline Stop; FBS & L Hudson d/b/a Frank's Butcher Shop and Liquor; High Elevation LLC d/b/a Crooked Creek Guest Ranch; Isebel R. Hiatt d/b/a Split Rock Bar & Café; Jolly Rich's Marina Inc. d/b/a Boysen Marina & Campground; LA Enterprises Inc. d/b/a Kinnear Store; Lava Mountain Lodge LLC d/b/ Lava Mountain Lodge; Line Shack LLC d/b/a Line Shack; Midvale Station LLC d/b/a Midvale Station; Miners Grubstake LLC d/b/a Miners Grubstake; Paul's Mobile Home Service Inc. d/b/a PMS Fireworks & More; Rezeride Inc. d/b/a Rezeride Roadhouse; Rock Shop Inn, The LLC d/b/a The Rock Shop Inn; Wind River Watering Hole LLC d/b/a Triangle C Ranch. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the renewal applications as listed. Motion carried unanimously.

Commissioner meeting reports were given:

Commissioner Jennifer McCarty attended the monthly Fremont County Recreation Commission meeting and stated they are very excited about new projects and enhancements taking place with grant funding (ARPA and LATC). She expressed kudos to the road crews as well this winter.

Commissioner Ron Fabrizius echoed Commissioner McCarty's appreciation to the Transportation Department for their efforts this winter.

Commissioner Clarence Thomas had been on travel and inquired as to whether the meeting scheduled with the Wind River Intertribal Council had taken place the end of February, and he was informed that Chairman Larry Allen had canceled it mainly due to weather related concerns. He further encouraged employees to stay home if they are sick.

Commissioner Mike Jones had an opportunity to meet with Superintendent Billy Meeks and DOWL engineers the previous week regarding the Road Surface Management Plan and had an opportunity to preview the system and stated how impressed he was with the amount of information available as a result. There were a lot of bills in the recent legislative session that could have had a significant impact to counties and noted there will be interim sessions on many of them. He appreciated the hard work from the Wyoming County Commissioners Association that keep commissioners apprised of the status of all bills and the weekly conference calls as well. He appreciated the advice from County Clerk Julie Freese and Assessor Tara Berg on many of the bills.

County Clerk Julie Freese stated that she and Assessor Berg will be hosting regional town hall meetings and will invite all Elected Officials to join. The Transportation Department overtime has been paid off except for a few who were saving their time for a planned vacation.

JR Oakley, JR Management LLC, reviewed the tour taken recently with the Commissioners of the Circuit Court remodel project, where he indicated a doorway that needed to be cut into a block wall. As a result, he presented a Nelson Architects, LLC Change Order No. 1 in the amount of \$1,175 that he requested be funded out of the architectural contract. Jennifer McCarty moved, Ron Fabrizius seconded, to approve Change Order No. 1 as presented. Motion carried unanimously. In addition, he just received the contractor's Change Order No. 2 for an amount of \$5,693.00 for the work and he recommended it be paid out of the contingency fund. Jennifer McCarty moved, Ron Fabrizius seconded, to approve Change Order No. 2 to Yeates Construction. Motion carried unanimously.

The January 2023 MOVE applicants were present to give a project presentation and answer questions from the Board. The MOVE Committee had met last month and made their recommendations to the Commissioners as well. MOVE Committee Chairman Brett Berg was present in the audience. The total grant requests total \$551,423. Projects were presented in the following order:

- 1) CWC College Foundation – Fremont County Start-Up Challenge. Present was Brian Young to discuss their \$25,000 request.
- 2) Rising Star Gymnastics – Additional Equipment. Present was Owner Cami Hammond to discuss the \$75,000 request.
- 3) Radcast Outdoor Podcast – Podcast Expansion. Present was Patrick Edwards and David Merrill was present via Zoom to discuss their \$25,644 request.
- 4) Pushroot Brewing Company – Construction, Branding and Packaging. Owners Matthew and Kahla Gubanich were present to discuss their \$125,000 request.
- 5) Bossert Collective – Pushroot Brewing Company Mural. Co-founder Stacy Stebner was present to discuss the \$8,000 request.
- 6) Fremont Air Service Team (FAST) – Commercial Air Service Enhancement - Representatives Kyle Butterfield, Ernie Over and Mick Pryor were present to discuss their \$292,779 request.

Later in the meeting and due to two Commissioners being unavailable for a final decision, Chairman Mike Jones stated the Commissioners would postpone making any decisions for MOVE funding until the following meeting.

BLM District Manager Matt Marsh and Lander Field Manager John Elliott were present to provide updates on the following projects: 1) Split Rock Land Dispersal; 2) Hydro Project Pump Storage on Green Mountain; Town of Barroil Shooting Range; Wild Horse Program Funding for the North Lander Complex; Minerals Program; Tribal Utility Program; Recreation. Chairman Jones stated the Wyoming County Commissioners Association and several counties are teaming up to express concerns on the potential effects of amending management plans for Greater sage-grouse and sagebrush habitats on public lands. Other discussion included Abandoned Mile funding through the State office, grazing fees to remain the same and no energy permitting requests in the Jeffrey City area. Chairman Jones thanked the men for coming to the meeting to provide the updates, noting it was very good information.

Commissioner Thomas was absent from the remainder of the meeting.

Transportation Superintendent Billy Meeks and Vehicle Maintenance Supervisor Brad Meredith joined the meeting to continue discussion on two items they would like to add to their LATC application for two motor graders. The original application amount was \$880,000 with \$100,000 to be funded out of the

Road Construction Fund. The two plows and wings total an additional project request of \$108,010. They informed the Board that the wings and plows on the current machines would go with the machines when they are traded in which will increase the trade in value. Jennifer McCarty moved, Ron Fabrizius seconded, to authorize a new amount of \$988,010 for the two motor graders plus the plows and wings. Motion carried unanimously.

In other business, Vehicle Maintenance Supervisor Brad Meredith stated he will fly out to Kellogg, Idaho to pick up the Tahoe for the Library as he will inspect it before final purchase. The Library has agreed to fund the related travel costs.

There being no further business, Jennifer McCarty moved, Ron Fabrizius seconded, to adjourn the Regular meeting at 12:10 p.m. and reconvene for a Regular Meeting at 9:00 a.m. on March 14, 2023. Motion carried unanimously.

A full detailed report (informational only) and the official minutes are posted on Fremont County's website (www.fremontcountywy.gov). The meeting can also be accessed via You Tube (Fremont County WY Government).

/s/ LARRY ALLEN, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

/s/ JULIE A. FREESE, FREMONT COUNTY CLERK AND CLERK OF THE BOARD