

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
MAY 18, 2021

FULL DETAILED REPORT

The Board of Fremont County Commissioners met in Regular Session at 9:00 a.m. with the following members present: Chairman Travis Becker, Vice-Chairman Larry Allen, Jennifer McCarty and Mike Jones. Commissioner Clarence Thomas was absent. County Clerk Julie A. Freese was present.

Jennifer McCarty moved, Mike Jones seconded, to approve the agenda as amended. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to approve the minutes of the Regular Meeting held on May 11, 2021. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to accept the bills for payment. Motion carried unanimously.

<u>Vendor Name</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
2 M Construction Inc	1% Gravel Projects	Gravel Haul	\$990.00
Ace Hardware-Lander	Segregated	Materials/Supplies	\$335.06
Airgas USA LLC	Vehicle Maintenance	Supplies	\$161.74
B & B Enterprises LLC	Planning	Signs & Supplies	\$47.25
Bailey Enterprises, Inc	Inventory	Bulk Fuel	\$19,206.35
Bank of the West	Segregated	Credit Card Extension	\$50,941.92
Big Horn Water	Youth Services	Water Bottles	\$68.65
Bill Jones Plumbing & Heating	County Buildings	Supplies/Parts	\$20.25
Bloedorn Lumber-Lander	Youth Services	Materials/Supplies	\$40.73
Blue Knight Security LLC	Detention Center	Inmate Transport	\$2,325.00
Bowdel Steven P.	Detention Center	Medical Services	\$2,687.50
Bush, Ron	1% Gravel Projects	Contract Services	\$1,760.00
Carroll Septic Service	Transportation	Services	\$150.00
Centurylink	Computer Services	Internet/Telephone Service	\$925.71
Charter Communications	Computer Services	Internet/Telephone Service	\$224.98
Communication Technologies Inc	Dispatch Center	Maintenance Agreement, Repairs	\$369.00
Cowboy Chemical Inc	Detention Center	Inmate Laundry& Kitchen Supply	\$585.80
Dubois Frontier, The	PHEP COVID Response	Advertising	\$26.10
Eagle Uniform & Supply Co	Vehicle Maintenance	Laundry	\$78.52
Eaton Sales & Service, LLC	Capital Asset Acquisitions	Service/Parts/Materials	\$4,002.75
Edwards Communications	Prevention Program	Radio Advertising	\$1,938.00
Fahey, Penny	Health Promotion	Reimburse Expenses	\$125.36
Fremont Motor Riverton Inc	Vehicle Maintenance	Parts/Supplies	\$477.99
Globalstar USA	Search & Rescue	Satellite Phone	\$195.51
Grainger	Segregated	Materials/Supplies	\$244.92
High Plains Power, Inc	County Buildings	Utility Services	\$1,360.11
Jace Water Service Inc	1% Gravel Projects	Contract Services	\$1,870.00
Jeffres, Mary Jo	County Sheriff	Contract Services	\$339.00
Kairos Communications	Prevention Program	County 10 Advertising	\$1,250.00
Lander Medical Clinic Pc	PHEP COVID Response	Testing	\$4,200.00
Lawson Products, Inc	Vehicle Maintenance	Parts & Supplies	\$656.46
Leonard, Anthony G.	Detention Center	Inmate Medical Services	\$937.50
Lyles, Jesse	County Sheriff	Expense Reimbursement	\$49.50
Media Works, Inc	County Sheriff	Supplies	\$89.97
Mountain West Towing LLC	Abandoned Vehicles	Vehicle Towing	\$196.30
Napa Auto Parts-Riverton	Fuel Facility	Parts & Supplies	\$44.88
Natrona County Attorney	Health & Welfare	Title 25 Services	\$7,620.00
Norco Inc	Transportation	Supplies/Rental	\$79.33
Office Shop Inc, The	Segregated	Copy Repair/Service/ Lease	\$1,404.59
One Stop Market	Search & Rescue	Vehicle Fuel	\$22.29
Osage Industries, Inc	Vehicle Maintenance	Repairs/Parts	\$1,610.15
Palace Pharmacy	Detention Center	Inmate Rx's	\$6,419.52
Parker, Rebecca Lynn	County Attorney	Video Review, Report	\$400.00
Pavillion, Town of	County Buildings	Water Utilities	\$112.50
Paws for Life	County Sheriff	Animal Boarding	\$840.00
Post, Raymond	County Sheriff	Car Wash	\$35.69
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,950.00
Rocky Mountain Power	County Buildings	Utility Services	\$1,215.21
Rossi, Leroy	Vehicle Maintenance	Reimbursement	\$140.00
Shoshoni,Town of	County Buildings	Utility Services	\$56.00

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Smith Psychological Services	Detention Center	Psychological Services	\$400.00
Sylvestri Customization	Prevention Program	Graphic Design/Social Media	\$2,950.00
Trihydro Corporation	North Fork Road	Road ELE Replacement	\$6,344.25
TW Vending, Inc	Detention Center	Inmate Supplies	\$48.95
US Foods Inc	Detention Center	Inmate Board	\$14,058.91
Utah Medical Insurance Assoc.	Detention Center	Medical Insurance	\$326.00
Verizon Wireless	Segregated	Telephone Service	\$428.34
Wind River Towing	Abandoned Vehicles	Tow Abandoned Vehicle	\$220.00
Winsupply of Riverton	County Buildings	Materials/Supplies	\$1.72
WY Public Health Laboratory	Public Health	Lab Fees/Supplies	\$322.00
Wyoming Waste Systems	County Buildings	Trash Removal	\$2,838.76
Wyoming.com	County Sheriff	Monthly Service	\$999.95

Jennifer McCarty moved, Larry Allen seconded, to accept a voucher from Fremont Counseling Service in the amount of \$10,200.00 and from Wyoming Behavioral Institute in the amount of \$4,524.00 for Title 25 patients. Motion carried unanimously.

There were no items in the Priority Mail.

The following items in the Signature File were reviewed: 1) Abatement Summary Value Change; 2) Duplicate Retail Liquor License for 3 Spear Ranch; 3) HR Training Certificates – Progressive Discipline; and 4) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to accept the resignation of Julia Stuble from the Fremont County Historic Preservation Commission. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a TANF Federal Funding Accountability and Transparency (FFATA) Certification. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Application/Permit to Construct Access Driveway from Jess Hinkle for Squaw Creek Road. Motion carried unanimously. Mike Jones moved, Jennifer McCarty moved, to approve a License for New Construction of Utility Crossing or Encroachment from Dennis Pince for Davidson Road. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a License for New Construction of Utility Crossing or Encroachment from Black Hills Wyoming Gas, LLC on Pinto Lane. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Memorandum of Understanding among the E. Shoshone and N. Arapaho Tribes and Fremont County, Wyoming, pending review and approval by the Tribes. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to ratify approval of Drug Free Community Grant Application Attachment 3 – DFC Program Evaluation Requirements and Attachment 11 – Disclosure of all Prior DFC Funding. Motion carried unanimously.

Commissioner meeting reports were given:

County Commissioner Jennifer McCarty attended a Fremont County Historic Preservation Commission meeting where they are working with the Fremont County Museum System on trek programs. They are also learning how to prepare for grants.

Vice-Chairman Larry Allen attended the Fremont County Fair Board meeting and noted they had received a donation of pine tree seedlings from Apache Oil Company; however, due to the size of the seedlings, the Board did not feel it would be feasible to plant them.

Chairman Travis Becker acknowledged he had signed the two Attachments last Friday for the Drug Free Communities grant application in order that they be submitted by the deadline. Attended a virtual meeting regarding WYOLINK funding options where discussion was held on enhancing revenue instead of decreasing costs, and negotiating for a lower price on software products. He fielded a phone call from the Department of Justice regarding tribal license plates and referred them to Treasurer Jim Anderson.

There was nobody present for the public comment period.

Chief Civil Deputy Attorney Jodi Darrough stated she has forwarded the Memorandum of Understanding among the E. Shoshone and N. Arapaho Tribes and Fremont County to their respective counsel. As the Commission indicated earlier in the meeting, if changes are required by either Tribe, amendments can be made. Said MOU relates to the maintenance responsibilities for the Trout Creek, Ethete, South and North Fork Roads in order for the Tribes to receive Federal funding for maintenance. She asked about efforts taking place to use Wind River Transportation Authority for Title 25 transports and Commissioner Jones stated they are waiting on approval from the Wyoming Department of Transportation. The intent is to use off-duty law enforcement officers for a contractual agreement for the transports and Vice-Chairman

Allen has worked through concerns expressed by Sheriff Ryan Lee for adequate surveillance items. She is researching the Extended Families First Coronavirus Response Act, which allows governments to opt in or out, and if participating, be eligible to receive a tax credit reimbursement from the Federal Government.

County Clerk Julie Freese stated she has been assisting the Pavillion Mayor and Town Council during their recent appointments. They had used the Oath that the County uses for Elected Officials, and she was asked why the clause "In God We Trust" was not included. A legislative change in 2007 took the wording out, but local governments could decide to include or omit those words. As this time it has not been added back on the Oath for Fremont County so the Commissioners were polled and it was unanimous to put the wording back on Elected Officials' Oaths for future use. The Capital Revolving Fund priority list has been updated with current costs for the Vehicle Maintenance Service Truck. She is still waiting on the list of requests for this Fund from the Fremont County Fair. She and Financial Specialist Michelle Neuenschwander will watch the Thursday Wyoming County Commissioners Association webinar regarding the recently released US Treasury guidance for the State and Local Fiscal Recovery Fund. Attended the recent County Clerk's Association Meeting in Douglas and noted several counties will be having elections this fall and be required to follow the new law requiring ID to vote. As there are no rules in place and none planned by Secretary of State's Office, the County Clerk's Association is taking the lead to develop uniform procedures. She helped new Clerk's learn how to navigate meetings with political parties in order to keep good lines of communication.

WIND RIVER VISITOR'S COUNCIL. Present was Helen Wilson, Paula McCormick and Cy Lee.

Estimated revenue is expected at \$630,050. Their tentative budget is \$687,550 which includes a cash carryover of \$57,500 to balance the budget. Commissioner questioned where the other \$90,000 is presented as they indicated they would have a \$150,000 carry over. The County Clerk stated a cash reserve is not listed nor the discussion of how to spend this money. Their revenues have surpassed their expectations in the current year however is anticipated to still be lower than 2020 by about \$100,000. The expenditures of this budget will go to Accounting, CPA review and board operation, office staff payroll, Tourism Asset Development Program grants, Marketing, and Air Service Incoming Leisure Marketing. Their survey reported that travelers spent \$115.9 million in Fremont County in 2020. They also reported that 1410 Fremont county jobs were supported by tourism, \$48.8 million in wages were generated by tourism jobs, and 51% increase in visitor spending in Fremont County between the year 2000 and 2020. Commissioner Becker asked about the funding tentatively listed to go to the FAST committee for Airport assistance and Helen explained that this is marketing for them and especially since the Jackson airport will be closed for runway renovations and they feel marketing to promote the Riverton airport as an alternative is important. The discussion was held that since the Economic Development Tax Measure had passed this past election, this might be something that is not needed from the WR Visitor's Council and the Airport Committee can expend money out of the Economic Development funding for the same purposes.

Lander Community Foundation Executive Director Mary Greene and board members Susan Brame, Deborah Reguera and Cori Slingerland were present to express appreciation to Public Health Nursing staff for being health care heroes during the last year and to present them with Lander Chamber Bucks. Accepting was County Health Nurse Manager Becky Parkins, Assistant Christy Kraus, Nurses Brooke Lancaster and Juli Conder and Emergency Preparedness Coordinator Traci Foutz. Greene stated that their COVID-19 Relief Fund has awarded \$131,000 to 21 organizations and/or groups that has put back into the community their efforts directly related to the COVID-19 pandemic. She invited the Commission to look up the various groups receiving funding on their website.

Shoshone National Forest, Washakie District Ranger Steve Schacht, Wind River District Ranger Jeff VonKienast and Environmental Coordinator Mark Foster and Wyoming State Trails Program Manager Forrest Kamminga were present to provide an update on the Shoshone National Forest's Travel Management Plan Preliminary Environmental Assessment. The Commission had submitted a comment letter in September 2020 generally supporting some of the actions proposed in Alternative 2, but conditioned along the lines of comments submitted by the Wyoming State Trails Program. Foster stated that approximately 2,000 form letters and 500 individual comment letters were received and comments divided into categories (support of motorized vehicles, conservation management, etc.). As a result of the comments and numerous meetings with other agencies (Game and Fish, Wyoming State Trails, County Commission) they have revised the alternatives to be more consistent and efficient. Of note is trails opened up to 60' vehicles and making most available to youth riders, use the widest possible dates for consistent closure dates (giving managers discretion to close earlier if necessary) and building

collaborative relationships back up. Schacht noted there is not a lot of change on the Washakie District side other than converting the trails to accommodate 60' vehicles and opening up to youth needs. The new alternatives will be coming out this summer to also including proposals for additional loops, adding trail miles on the Washakie District from 14 miles to 138 and on the Wind River District from 22 miles to 72. Once released, there will be public meetings held and they anticipate finalization in the winter of 2022. Development of better Forest Service maps was discussed and Kamminga stated funding is available to assist in this area. An e-mail list server will help keep people apprised of the updated alternative process along with information on their website.

SOLID WASTE DISTRICT. Present was Andy Frey, Mark Moxley and Susan Brodie. The current year's budget is \$17,216,876. This year's tentative budget is \$18,983,254. Their closure, post closure is \$18.2 million and a cash reserve is \$750,000. Revenue from property taxes is expected to be down approximately \$150,000 from last year and down approximately \$340,000 from fiscal year 2019-2020. There are no salary adjustments in the upcoming tentative budget. They have budgeted for full employment of 26 employees and 2 part-time positions. Their Health insurance increase is expected to be 4%. They have seen a reduction in worker's compensation due to safety training and safety incentive programs which saves about \$20,000 per year. Fuel increases is expected to be an increase of 30%. Major projects expected are the Shoshoni Closure, Engineering specs, plans and oversight for closures and scale facilities equal \$1,655,000. Assets upgrades of 2 loaders, 1 pickup truck, utility tractor with mower, 3 roll off containers, scale facilities or Lander, Dubois, and Sand Draw, and software upgrades and equipment for scale houses equaling \$2,600,000 are expected to occur in the upcoming budget.

EXTENSION. Present was Chance Marshall and Rachel Fisk. Current year's budget is \$174,910. The next year's request is \$172,525. The budget is fairly consistent and status quo to last year. The Lander and Riverton office locations have been moved. Due to the department's decrease in personnel since 2016, they were able to give one vehicle to be used in the Pool Vehicle fleet. They took the Commissioners' request to work with other departments and have explored ways to help the Fair reduce their expenses by taking a larger role in clerking shows during Fair. Due to COVID last year they were not able to travel for programming and face-to-face education and project turning back \$4,976. They do plan to return to normal travel and fuel funds for the new fiscal year as restrictions are limited and events continue. Current 4-H enrollment is at 438 youth, 68 adult volunteers (up from the year before of 53) and 54 project areas. They feel the Shooting Sports project has been a main factor in the increased volunteer numbers and he expressed appreciation to both Rachel and Cassie Weber for their efforts in this area. The bus will be paid off June 22nd and then he will be requesting a new pickup within the next five years, after transferring the current truck to the Youth Camp. He was requested to put the request on the Capital Revolving Fund for planning purposes. He presented a monthly department update of efforts and events within the Department for information.

LIBRARY GENERAL FUND. Present was Anita Marple. Board member Perry Cook was in the audience and Susan Gose on Zoom. The current year's budget is \$1,361,424. This next year's request is \$1,082,085. They have accommodated the upcoming budget to learning how to function with less staff over the past year. They will look at their fines and fee schedule for the upcoming year, however, these are not large ticket items. The board is exploring a way to expand their self-generated revenue streams. The Fremont County Library will receive a payment by the way of the Wyoming State Library for their consortium fees and be provided money for collection development in an approximate amount of \$18,000-\$40,000. This money is from the CARES money through the Federal Government that is given to the State Library for the aforesaid distribution to local libraries. Anita presented an extra salary sheet showing all of the salary changes during the current year. There are 2 requests in that salary sheet in addition to the budget presented. 1) To increase the Lead Librarian in Dubois from 30-34 hours/week. This would be a salary increase of \$3,447. 2) To raise the hourly wage of a Library Aid in Dubois from \$10.50/hour and \$11.50/hour. Some of the reductions in the budget are due to the phone and internet changes by the county IT department. Commissioner Becker asked why a large amount of money is being invested in hard copy materials when many items are now available digitally. Anita stated that their demand for physical books is still in demand and not all items are digital. Anita reported that 88% of the materials checked out were the physical checkout of materials. Anita said they continue to monitor the demand for their materials and determine which medium they should have in the libraries.

LIBRARY SELF GENERATED FUND. Present was Anita Marple. Board member Perry Cook was in the audience and Susan Gose by Zoom. The current year's budget is \$140,479. The next year's request is \$163,441. This budget is not tax funded but rather grant and donation funded although there are transferring to each library for collections. This will be discussed in the commissioner's budgeting

process and be adjusted if necessary. The salary sheet in this budget is for temporary, non-benefitted Library Pages or Library Interns.

PUBLIC DEFENDER. Present was Jonathan Gerard. The current budget is \$148,500. The next year's request is \$166,000. The budget increase from last year is due to the amount of money to pay the State Public Defender. This is based on population, assessed value and serious crime in the area. Last year they omitted the capital offenses line item, and Jonathan believes it is now added to this year's budget.

TRANSPORTATION. Present was Billy Meeks and Michelle Neuenschwander. The current budget for 1% fund is \$6,455,528. The next year's request is \$8,690,702. The budget increase from last year is due to more road construction in the 2022 fiscal year and engineering to prepare for future year's projects. The Road Construction fund will also increase from \$1,612,408 in the current year to \$2,662,908 requested for next year. Some engineering will be completed from this fund for future road projects, as well as striping, delineator and rumble strip projects. Michelle Neuenschwander presented estimated funds available for the Road Construction Fund and the 1% Fund to help determine a course of action for the roads projects. Billy Meeks presented the Comprehensive Capital Improvement Plan (CCIP) that will cost \$200,000 that will come out of the Road Construction Fund. The CCIP will show data on the condition of the county roads/bridges, which will help determine the order of the roadwork that needs to be completed.

SECTION 125 BENEFITS. Jeanine Parrill and Julie Freese were present. This is the pre-taxed program that allows employees to take money out of their paychecks to pre-tax their health insurance premiums, medical costs or daycare. This is dependent upon the number of participants.

PROPOSED STARTING BUDGET. Present were Assessor Tara Berg, County Clerk Julie Freese and Financial Specialist Michelle Neuenschwander. Treasurer Jim Anderson was present on Zoom. Per Statute, County Clerk Julie Freese is to present the first tentative budget. Freese asked Assessor Berg to start the discussion with the updated Assessed Value from Assessor. Tara stated that local number is set to be certified barring no mistakes are found by the State Board of Equalization. The state assessed numbers will arrive by June 1st. The number of the Assessed Value at this date will be \$577,286,426.

Julie discussed the status of the budget as follows:

- 1) All budgets as presented, approved, or changed so far are now listed for each Department and Board.
- 2) Revenues provided by the Treasurer for the current and upcoming year have been used. Revenues show \$3.6 million in CARES money over 2 fiscal years.
- 3) The Fund Balance was off for last year due to sales tax and other fees and revenues being projected lower by about \$826,814. The Fund Balance is listed at \$13M.
- 4) Last year's Cash Reserve was \$5,523,287. Julie stated she has entered a total of \$13,000,000 as the upcoming Cash Reserve at this time. Julie stated she has also updated the other spreadsheet to determine what revenues (no one time revenues) are coming in and what expenditure levels will be needed. At first glance, the amount of revenues above expenditures expected is \$500,000 in the black. As far as the Cash Reserve, if the \$3.6 CARES is taken out off of this, the amount added to the cash reserve is \$3,876,713. The Commissioners will determine how much Cash Reserve they will want to retain. There will be discussion on the commissioner's final repayment of the Justice Center into the Cash Reserve.
- 5) Still to add to each departmental budget is the Health Insurance which will be 3.5% paid by the county equaling \$177,372. County Employees will also pay a 3.5% increase to their portion of the health insurance. The amount for Capital Revolving items which are "tentatively approved" (rental payments) is \$150,000.
- 6) With all of the above items taken into consideration, the commission would need to cut \$431,233. The commissioners will determine any cuts or additions starting at their June 1, 2021 meeting.
- 7) Also at the June 1st meeting, the commission will discuss if they will make any employee changes
- 8) Other budgetary items will be to finalize all grant type budgets that don't affect the general fund.

There being no further business, Larry Allen moved, Jennifer McCarty seconded, to adjourn the meeting at 3:45 p.m. and reconvene for a Regular Meeting on June 1, 2021. Motion carried unanimously.

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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/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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