

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
AUGUST 10, 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 Special Meeting held August 2, 2021 and the Regular Meeting held on August 3, 2021. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to accept the bills for payment. Chairman Travis Becker abstained from voting on The Print Shop voucher. Motion carried unanimously.

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$145.55
Ace Hardware-Riverton	County Buildings	Materials/Supplies	\$31.46
Airgas USA LLC	Segregated	Supplies	\$931.44
Alsco Inc	County Buildings	Laundry	\$389.62
Bailey Enterprises, Inc	Inventory	Bulk Fuel	\$20,931.57
Bank of the West	Segregated	Credit card purchases	\$47,135.93
Bank of the West Acct Analysis	Investment Pool	Analyzed Charges	\$282.75
Bill Jones Plumbing & Heating	County Buildings Detention	Supplies/Parts	\$698.28
Bloedorn Lumber-Lander	County Buildings	Materials/Supplies	\$188.24
Bobcat of the Big Horn Basin, Inc	Detention Doors Upgrade	Materials/Supplies	\$4,000.00
Bowdel Steven P.	Detention Center	Contract Service	\$2,250.00
Bradford Supply Co	County Buildings	Supplies	\$3.55
Carroll Septic Service	Transportation	Services	\$150.00
Casper Star Tribune	Transportation	Advertising	\$62.96
Charter Communications	Computer Services	Internet Services	\$124.98
Communication Technologies Inc	Fremont County Ambulance	Pagers	\$3,031.67
Communication Technologies Inc	Segregated	Maintenance Agreement	\$3,267.87
Cruikshank, Robert	Transportation	Reimbursement	\$150.00
Department of Family Services	County Attorney	Background Check	\$10.00
Dubois Frontier, The	Segregated	Advertising	\$78.20
Dubois Telephone Exchange	County Sheriff	Telephone Service	\$715.73
Election Systems & Software, Inc	County Elections	Maintenance Agreement	\$28,335.00
Fabrizius, Billy	Transportation	Reimbursement	\$150.00
Fremont County Solid Waste	County Buildings	Dump Fees	\$10.00
Fremont Motor Riverton Inc	Vehicle Maintenance	Parts/Supplies	\$294.32
Fremont Motors - Lander	Vehicle Maintenance	Parts/Supplies	\$115.06
Greenwood Mapping Inc	County Assessor	Mapserver Host & Support	\$5,500.00
John Deere Financial	Vehicle Maintenance	Materials/Supplies	\$73.74
Kairos Communications	Transportation	County 10 Advertising	\$100.00
Lander Valley Auto Parts	Vehicle Maintenance	Parts/Supplies	\$487.28
Lander, City of	County Buildings	Water & Sewer	\$3,576.00
Lawson Products, Inc	Vehicle Maintenance	Parts/Supplies	\$431.36
Lopez, Marcel	Planning	Expense Reimbursement	\$45.14
McAuley, Lindsay	Detention Center	Inmate Medical Services	\$1,312.50
Napa Auto Parts-Riverton	Vehicle Maintenance	Parts & Supplies	\$1,994.64
Office Shop Inc, The	Computer Services	Printer Toner	\$218.54
Overhead Door Inc	Fremont County Ambulance	Service/Supplies	\$2,783.00
Pavillion, Town of	County Buildings	Water Utilities	\$118.09
Post, Raymond	County Buildings	Car Wash	\$26.97
Premier Vehicle Install Inc	Vehicle Maintenance	Parts/Freight/Service	\$257.10
Print Shop, The	County Coroner	Seal Stamp	\$50.00
Quill Corporation	County Attorney	Office Supplies	\$12.26
R T Communications	Segregated	Telephone Service	\$542.03
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$6,950.00
RELX, Inc.	County Attorney	Research Subscription	\$644.00
Riverton Ranger, Inc	Segregated	Advertising	\$8,054.06
Rocky Mountain Power	Segregated	Utilities	\$12,247.61
Rodriguez, Jessica	Detention Center	Contract Services	\$718.75
Shoshoni, Town of	County Buildings	Water/Sewer	\$60.00
Sweetwater Aire LLC	County Buildings Detention	Supplies/Parts	\$55.99

Thompson, Codi S., RD	Detention Center	Contract Services	\$107.40
Truenorth Steel Inc	Road Material Inventory	Materials	\$48,457.60
T-Y Excavation Inc	Transportation	Road Maintenance	\$8,225.00
Tyler Technologies Inc	Segregated	Software Support	\$41,362.23
Verizon Wireless	Segregated	Cell Phone Service	\$421.36
Western Printing, Inc	County Clerk	Printed Supplies	\$623.32
WY Dept of Transportation	Vehicle Maintenance	Transfer County Plate	\$2.00
WY Public Health Laboratory	Youth Services	Drug Testing	\$9.00
Wyoming Machinery Co	Vehicle Maintenance	Parts/Supplies	\$400.74
Wyoming Waste Systems	County Buildings	Trash Services	\$2,628.04

Jennifer McCarty moved, Mike Jones seconded, to accept a voucher from Fremont Counseling Service for Title 25 patients in April, May and June, 2021 totaling \$8,850.00. Motion carried unanimously.

Treasurer Jim Anderson reviewed the letter of engagement from the current auditors, Carver Florek & James, CPA's, to conduct the audit of the County's fiscal year ending June 30, 2021. The past years' experience with the new firm was very positive and the Audit Committee recommends that Fremont County engage with the firm again. They will also be auditing the Fremont County Solid Waste Disposal District. Per the terms of their bid, the fee for the 2020 audit was \$47,050 and the 2021 audit is \$48,000. Larry Allen moved, Jennifer McCarty seconded, to accept the Audit Committee's recommendation to approve the letter of engagement with Carver Florek & James, CPA's for the audit of the County's fiscal year ending June 30, 2021. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Record of Proceeding. Larry Allen moved, Jennifer McCarty seconded, to approve the bid from Aero Precision for 20 patrol rifles with scopes, mounts and flashlights for a total cost of \$34,562.51 and \$13,200.00 from Crosseyed Custom Rifles and Vortex Optics for three precision rifles, scopes and mounts, all funded by the Capital Revolving Fund. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve a Fremont County Bank of the West Credit Card Application for Vonda Huish with a credit limit of \$1,500. Motion carried unanimously. Mike Jones moved, Larry Allen seconded, to approve a Bore, Cut, Overhead and Parallel Public Utilities Right-of-Way Permit from DTE d/b/a Range in Dubois, WY for Warm Springs Creek Road and Approach/Access Permit Requests from R David Lands for Paradise Valley Road and from James R. Schafer on Deadman Gulch Road, but to return the associated fees as the public hearing to accept fees will be held later in the morning. Motion carried unanimously. After clarification later in the meeting that the public hearing set this date was to act on rules only for Construction on Access Driveways and Turnouts, Mike Jones moved, Larry Allen seconded, to approve the Utility and Access permits but rescind the part of the motion to return the fees, as they had been earlier adopted in July. Motion carried unanimously.

The following items in the Priority Mail were reviewed: US Department of Interior, Wind River Agency, Notice of Decision to of an application filed by Audrey A. Ward for trust acquisition of fee lands. Chief Civil Deputy Darrough's written recommendation to not appeal was upheld.

There was nobody present for the public comment period.

County Clerk Deputy Margy Irvine presented draft COVID-19 Guidelines for Fremont County, updated as of August 2021. As Wyoming is seeing an uptake on COVID-19 cases, the guidelines are for Fremont County employees and Elected Officials/Supervisors to follow if illness or exposure occurs within their office. The guidelines are based on the Wyoming Department of Health and Centers for Disease Control and Prevention recommendations. Different guidelines exist for unvaccinated vs. vaccinated employees. Jennifer McCarty moved, Mike Jones seconded, to approve the Fremont County Offices COVID-19 Guidelines effective August 2021. Motion carried unanimously.

Fremont County Sheriff Ryan Lee presented a monthly report. Detention: July bookings total (up from 26 the prior month). Current inmate population this date total 168 in-house and 178 in custody, 44 sentenced and 124 pre-adjudicated. 13 female inmates tested positive for COVID-19 and the entire section of the facility was quarantined. The Security Upgrade project is currently underway. Vacancies include one Cook, one Controller and three Deputy Sheriffs (conditional officers are pending on all but one Deputy position). Emergency/Dispatch Center: July statistics total 2,300 calls dispatched and 1,563 Emergency 911 calls answered (89% origination from cellular devices). Continuing an outstanding working relationship with Frontier Ambulance administration and crews and continuing assistance with updated communication equipment and additional dispatching technologies. Staffing is four positions vacant with two conditional offers, while recruitment efforts continue. Patrol/Enforcement: Down one position in the Riverton Division. For the calendar year, 4,600 calls for service have been received.

Search and Rescue: There have been nine missions this fiscal year compared to one for the same time frame last fiscal year. Out of the nine missions, air resources were used twice, there was one fatality for this period which will result in associated recovery costs. Received a private donation for \$1,000 and the required budget hearing is pending. The overall budget is on track with no anomalies at this time. The Commission's recent meeting with the Wind River Intertribal Council and Transportation Department indicated their ability to provide detailed address locations of tribal members and Commissioner Allen asked if the Dispatch Supervisor could work with their representative to make better accessibility possible in emergency situations to which Sheriff Lee was agreeable.

County Coroner Larry DeGraw stated the office has been extremely busy since he took office on August 16th. Last Tuesday morning they had nine bodies at two different locations by 9:00 a.m. He is joining the deputies on every call at this time. He reviewed his written report regarding the drowning at Sunrise Cove at Pilot Butte Reservoir. Sheriff Lee was present in the audience and stated he would submit the recovery cost earlier alluded to during his report to the Search and Rescue Council for reimbursement, and if not approved, the costs would be the responsibility of the Coroner's Office as it is a recovery and not a rescue. He stated the Council makes their determination on a case by case basis so he is unsure of the outcome. Coroner McGraw noted two confirmed Fentanyl deaths and this drug is on the rise and being consumed by adding to Oxycodone, resulting in a deadly combination. It is believed the drugs are coming into Wyoming from Salt Lake City after being manufactured in Mexico. County Clerk Julie Freese noted that a glitch in the bookkeeping system did not insert \$2,000 for overtime in the Coroner's approved budget but her department will monitor this line item and it is most likely a budget hearing to transfer this amount into the budget will be needed later in the fiscal year. He agreed as they have already sent two bodies to Loveland for autopsies this fiscal year. The Commissioners thanked Coroner McGraw for the update and requested he continue monthly reports as the information sharing is very valuable, as well as keeping them updated on budget issues. At least quarterly they would like hard data information as well.

A Public Hearing was held at 10:00 a.m., as advertised, to review comments received during the 45-day comment period on Rules and Regulations for Construction of Access Driveways and Turnouts to Fremont County Roadways. Transportation Superintendent Billy Meeks confirmed their Department had not received any comment and there was nobody present in the audience to express comment either for or against. Larry Allen moved, Mike Jones seconded, to approve the Rules and Regulations for Construction of Access Driveways and Turnouts to Fremont County Roadways. Motion carried unanimously.

In other business, Billy Meeks updated the Board on the need to close the Diversion Dam Bridge (Structure ELX) that crosses the Wyoming Canal until further notice due to safety concerns of the bridge structure. A recent WYDOT inspection resulted in the immediate closure. All residents have access to the highway; however, one will be required to travel three plus miles out of their way. Meeks estimated a cost of \$2 million to replace the structure which is over 130 feet in length. The Commission asked for detailed information regarding replacement costs to be presented at their August 24th meeting.

Public Health Nurse Supervisor Becky Parkins was joined by Building Maintenance Supervisor J.R. Oakley and Maintenance employee Mike Burt who had compiled costs associated with an Electric Message Board sign for the Public Health Office in Riverton. Parkins stated there is funding for the \$67,765 sign and installation through a COVID CARES grant their office received for immunizations, and she has confirmation the project qualifies for the funding. The entire sign will be 10' wide with the message board itself 8' x 4' in size and will need to be installed and usable by the end of December to qualify for the money. The sign header will read "Fremont County Office Complex" and, in addition to Public Health information and notices, the message board can be changed as needed for other information. They have met with WYDOT and the City of Riverton to adhere to their restrictions on the sign placement, which will be north of Fairgrounds Road approximately 14 feet in from the curb and will have a very small impact on snowplowing and result in the loss of two parking spaces in the lot. Larry Allen moved, Mike Jones seconded, to approve the sign purchase and installation at the Fremont County Office Complex in Riverton at a cost of \$68,000 with funding through the COVID CARES grant. Voting against the motion: Jennifer McCarty. Motion carried.

Cowboy Skill of Wyoming representatives Leslie George and Guy Cameron and legal counsel Katie Brown gave an introductory presentation and discussed the newly legislated regulations that govern their operations by the Wyoming Gaming Commission. The legislation allows skill-based amusement games to continue to operate legally in Wyoming bars, restaurants, fraternal organizations and truck stops and formally recognizes that legal games of skill depend primarily on a player's level of strategy and skill to

win, not on chance. Cowboy Skill has compliance checks written into their business model. Pace-O-Matic, is the company that creates and distributes Cowboy Skill games, and the legislation is a great victory for many Wyoming small businesses which depend on legal games of skill to survive, especially during a tumultuous 2020. The legislation specifically removed a sunset date that was placed on skill games in 2020 that allowed for a testing period to see how these games benefitted the various entities and organizations and the State of Wyoming. In under a year, and with just 232 locations in the state, Cowboy Skill games generated more than \$2 million in tax revenues for counties, cities and Wyoming's education fund. Many small businesses indicated they would have had to close their doors in 2020 but the skill games proved to be a financial lifeline for the 300+ small businesses. Skill based amusement games for the first half of 2021 provided Fremont County \$11,639.72 and smaller amounts each for Dubois, Hudson, Lander, Pavillion and Riverton. It was noted that due to the moratorium there is no way to expand the skill games at this time, and it is confusing and unfair that some have the games and others can't get them at this time, they want to even the playing field. The group thanked the Board for their opportunity to provide the informational presentation today.

County Clerk Julie Freese administered the Oath of Office to Larry Allen upon his appointment by Governor Gordon to the Wyoming Search and Rescue Council.

A work session was held to begin looking at Standard Occupational Classifications across county government. Eighteen departments had submitted their rationale and levels supporting their requested salary increases. Prior to review of these, County Clerk Julie Freese reviewed a history of previous years in which the Commission has maintained a conservative fiscal approach to budgeting. Last year's budget was cut \$4.7 million and the departments stayed within their budget during the year. County revenues were not anticipated to meet previous year's amounts which was why budgets were cut so drastically; however, the revenues for sales tax and fees were both above projected amounts and over in fees. Departments were asked to do more with less, both in money and employees. Commission paid for part of the health insurance and retirement increases which has been an annual event but they also required employees to pay their share of increases as well. Commissioners' strategy in budgeting was to look at all revenues and expenditures and made a plan to spend within the available revenues. Budgets continued to be at last year's (or less) levels for most all departments. In March of 2020 when COVID hits the state, county employees (with only a very few exceptions) continued to work the entire time. Even with employees out with COVID, departments remained open to serve the public amid potential COVID exposures. County employees have paid for insurance increases and retirement increases without increased pay to offset this. In 2017 every county employee received a \$100/month raise as a thank you for staying with the county. No real salary increases have happened in over a decade if not more, meaning no raise on performance, years of service or other criteria. The county is experiencing a large turnover of employees for various reasons, but many of those are due to the salary paid at the county. In 2019 some employees were adjusted who were under the SOC base for their jobs and Department Heads were also adjusted at this time. County employee numbers have decreased from 264 in 2019 to 245 currently. Other handouts included a Fremont County Budget Analysis for each department and every position within the county listing County Job Description, State SOC Job Description, Current Pay, Proposed Pay, and State and Northwest low, mid and high pay scales for comparison purposes.

County Assessor Tara Berg has been participating in Town Hall meetings over the last six months, and stated it is hard for people to understand why their taxes are increasing, between 4% - 12% in some areas; yet overall county valuation is dropping. She stated that 1/3 of the County's valuation is from the oil and gas industry, which has dropped 30%, creating decreased valuation. Some questions posed to her were have been why, with increased taxes, have services been cut. She stated no services have been cut to her knowledge. She appreciated all the county employees working through the COVID pandemic, they have been here battling through and the public needs to know this. The overall valuation is down but because of budgeting efforts, we are staying within our means, and need to help our employees out now.

Chairman Becker stated it is difficult to come up with an equitable process so employees are compensated appropriately. He feels that by reviewing SOC's for individual job titles is a good place to begin. Creation of levels for salary considerations is a very important part of the process.

As the following four offices have similar job titles for some of their employees, County Clerk Julie Freese, County Assessor Tara Berg, Clerk of District Court Kristi Green and County Treasurer Jim Anderson had been scheduled to discuss their rationale for salary adjustments.

Sheriff Ryan Lee and Administrative Secretary Karla Davis reviewed the rationale for the Sheriff's Office. This information had been submitted during the budget hearings held in earlier and was the catalyst to have all departments do a like scenario.

Vehicle Maintenance Supervisor Brad Meredith reviewed his SOC classifications, levels and salary rationale.

Continuation of SOC review of other departments will be held at the following meeting.

Commissioner meeting reports were given:

Chairman Travis Becker stated their Department Head evaluation process would be finalized at the August 24th meeting. The MOVE Committee (1/2 % Economic Development Tax) will meet August 12th to review five applications for funding.

Commissioner Jennifer McCarty attended the monthly Fremont County Library Board meeting, along with County Clerk Julie Freese and Financial Assistant Michelle Neuenschwander, who provided budget information. Elections have occurred with Rick Metzger serving as Chair and Perry Cook Vice-Chair.

Commissioner Mike Jones stated the Building Maintenance Supervisor has kept him apprised of issues with the Detention Security Upgrade project as related to supplier issues.

There being no further business, Mike Jones moved, Jennifer McCarty seconded, to adjourn the meeting at 1:05 p.m. and reconvene for a Regular Meeting on August 24, 2021. 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/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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