

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JANUARY 21, 2020

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, Clarence Thomas and Michael Jones. Fremont County Clerk Julie A. Freese and Chief Civil Deputy Attorney Jodi Darrough were present. Commissioner Jennifer McCarty was absent.

Larry Allen moved, Clarence Thomas seconded, to approve the agenda as amended. Motion carried unanimously.

Larry Allen moved, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held on January 14, 2020. Motion carried unanimously.

Clarence Thomas moved, Larry Allen seconded, to accept the bills for payment. Motion carried unanimously.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
Ace Hardware Lander	County Buildings	Materials/Supplies	\$582.80
Airgas USA LLC	Vehicle Maintenance	Supplies	\$687.52
Arcasearch Corporation	County Elections	Archiving Proposal	\$336.00
Artery Construction, Inc	Road Material Inventory	Gravel	\$367,556.25
Bailey Enterprises, Inc	Inventory	Fuel	\$12,576.09
Becker, Josiah	Fremont County WIC	Reimburse Expenses	\$14.10
Big Brothers Big Sisters of NW WY	TANF Grant	Contractual Services	\$6,803.18
Bloedorn Lumber Lander	Transportation	Materials/Supplies	\$88.69
Bringolf, John Samuel	Transportation	Reimburse Expenses	\$83.46
Burden, Dan	Segregated	Alarm/Panic Buttons	\$1,576.47
CenturyLink	Segregated	Telephone	\$4,420.09
CMI TECO	Vehicle Maintenance	Parts/Supplies	\$403.61
Eagle Uniform & Supply Co	Vehicle Maintenance	Laundry	\$74.89
Eaton Sales & Service, LLC	Fuel Facility	Parts/Supplies	\$1,048.07
Edwards Communications	Prevention Program	Advertising	\$3,009.00
Floyd's Truck Center WY/Jack's Truck	Vehicle Maintenance	Parts	\$936.84
Fremont Broadcasting	Prevention Program	Advertising	\$1,395.00
Groomsmith, Tauna	Prevention Program	Reimburse Expenses	\$95.24
High Plains Power, Inc	Segregated	Utilities	\$1,730.71
Hollings, Lee	Transportation	Reimburse Expenses	\$78.21
Hotsy Equipment of Wyoming, Inc	Transportation	Operating Supplies	\$84.00
Inberg Miller Engineers	Dry Creek Road Improvement	Engineering Services	\$4,563.07
James Gores & Associates, P.C.	Moneta Lysite Road Shoulder	Engineering Services	\$12,806.93
John Deere Financial	Vehicle Maintenance	Materials/Supplies	\$449.99
Johnson, Robert A.	Transportation	Reimburse Expenses	\$220.49
Lander Valley Auto Parts	Vehicle Maintenance	Parts/Supplies	\$209.70
Lawson Products, Inc	Vehicle Maintenance	Parts/Supplies	\$103.76
Mark's Auto Sales & Towing	Vehicle Maintenance	Vehicle Towing	\$150.00
Miller, Zachary	Vehicle Maintenance	Supplies	\$719.96
Napa Auto Parts Riverton	Transportation	Parts/Supplies	\$225.91
NMS Laboratories	County Coroner	Toxicology Services	\$1,421.00
Norco Inc	Vehicle Maintenance	Supplies	\$7.66
Novo Benefits	Health Benefit Plan	Insurance Services	\$4,961.51
Office Shop Inc, The	Computer Services	Copier Lease Payment	\$1,376.00
O'Reilly Automotive Inc	Vehicle Maintenance	Parts/Supplies	\$29.99
Petersen, Darrell	Transportation	Reimburse Expenses	\$21.37
Plainsman Printing & Supply	Clerk of District Court	Office Supplies	\$150.25
Prestrud, Rebecca	Health Nurse	Reimburse Expenses	\$35.90
Quality Tire Company	Vehicle Maintenance	Fleet Tires	\$1,921.47
R T Communications	Moneta Lysite Road Shoulder	Contractual Services	\$55,003.19
Riverton Physician Practices LLC	Transportation	Drug Testing	\$202.00
Rocky Mountain Power	County Buildings	Utilities	\$1,339.08
Shankle, David	Transportation	Reimburse Expenses	\$52.47
Shirts & More Inc	Vehicle Maintenance	Printed Vehicle Decals	\$25.00
Six Robbles' Inc	Vehicle Maintenance	Parts	\$49.68

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Stroupe Pest Control Inc	County Buildings	Pest Control	\$200.00
Traveling Computers	Computer Services	Supplies/Services	\$1,603.99
T Y Excavation Inc	Transportation	Road Maintenance	\$23,537.50
Tyler Technologies Inc	Capital Asset Acquisitions	ExecuTime	\$650.00
Union Telephone Company	Segregated	Cellphones	\$605.59
West Payment Center	District Court	Library Plan	\$68.43
WY Public Health Laboratory	Public Health	Lab Fees/Supplies	\$285.00
Wyoming Dept of Transportation	Segregated	Fuel	\$2,271.43
Wyoming Machinery Co	Transportation	Parts	\$1,065.08

Larry Allen moved, Clarence Thomas seconded, to accept a voucher from Natrona County Legal Department in the amount of \$5,510.00; Cloud Peak Counseling Center in the amount of \$325.00 and Wyoming Behavioral Institute in the amount of \$10,556.00 for Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) letters of appreciation to Assessor staff for completion of Property Tax Appraiser Certifications; and 2) Record of Proceedings. Mike Jones moved, Clarence Thomas seconded, to approve an Application/Permit to Construct Access Driveway submitted by Pat and Edna White for North Fork Road, Lander. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Mental Health First Aid Workshop on January 28th; 2) Department of Environmental Quality response to Public Comments and Update on Proposed Action for Aethon-Moneta Divide Gas Field Project (the Commission will draft their response after reading the revised draft permit which has just become available, as required by DEQ, as it is significantly different than their first proposal in March of 2019); 3) Center of Hope Second Quarter Report; 4) Juvenile Treatment Court Financial Report; 5) Court Assisted Supervised Treatment Program Financial Report; and 6) FY 2019-2020 Budget Book.

State Representative Liz Cheney representative Lindy Linn was present in the audience and Chairman Becker relayed his frustration with the hurdles presented by DEQ in the recently discussed Aethon-Moneta Divide Gas Field Project.

Chief Civil Deputy Jodi Darrough stated she has been in contact with the Vice-President of Sales Operations, Erin Foster, regarding the Extension of the Employer Benefit Agreement between Fremont County Government and MASA Medical Transport Solutions. They have agreed to the extension terms and she expects a final Agreement to be available for approval at the next meeting of February 4, 2020.

The City of Cheyenne submitted a draft Participation Resolution for the Commissioner's consideration, and has been reviewed by Deputy Darrough. Mike Jones moved, Larry Allen seconded, to approve Resolution No. 2020-03 "Giving Consent for the Housing Authority of the City of Cheyenne (also known as the Cheyenne Housing Authority) to make second loans for the purchase of housing within the Fremont County area". Motion carried unanimously.

Commissioner meeting reports were given:

Commissioner Mike Jones attended the monthly Solid Waste Disposal District Board meeting where they are continuing long range planning. They will advertise for a Request for Proposals for assistance with their Master Plan and have also compiled a historical "Milestone" document which is very informative and he will forward to the Commissioners. Commissioner Jones stated Building Maintenance staff continue to be very busy with weather related issues and are currently working on clean outs on the Riverton Extension Office building and associated freezing pipe issues. As the Commission liaison to the Fremont County Library, both he and Library Board Chairwoman Molly Herber are working together until a new Director is hired. Resumes are coming in for the position. He further expressed appreciation to County Clerk Julie Freese, IT Supervisor Kevin Shultz and Financial Assistant Joe Felix for all their help to the Library in the interim as well.

Chairman Travis Becker stated Sheriff Ryan Lee has informed him that due to Detention overcrowding, it is necessary to house about 15 inmates out of county. This will create budget implications in itself, not to mention a large medical inmate bill that occurred.

Vice-Chairman Larry Allen stated the WyoLink funding scenario needs to stay on the County's radar. He suggested a meeting with Communications Supervisor Carl Freeman to discuss the possibility of returning

to an analog system in Fremont County and withdraw from WyoLink. Commissioner Mike Jones relayed a conversation he recently had with Representative Larsen who informed him that the Appropriations Committee reversed the Governor's recommendation for the cost share ratio per County, which would have had a huge impact for Fremont County. The Commissioners agreed they need to have a plan for next year.

County Clerk Julie Freese stated she has reached out to the Fremont County Legislators to sign off on a draft bill regarding Absentee Polling Places. Senator Case and Representative Larsen will sponsor the bill and she is asking all the delegation to sign on. She has always had an additional absentee voting center in Riverton due to the size of Fremont County; however due to staffing, is only able to do this on a limited basis (two weeks before an election). Apparently the statutes only allow her to open an absentee location ONLY if it's open the same as the one at the Courthouse, which is 45 days prior to an election, Monday thru Friday, 8:00 a.m. – 5:00 p.m. The County Clerk's Association is in support of this request, knowing it would be up to each county to have an additional absentee location. She stated that if the legislation is not passed and knowing that she is not in compliance with the law, she will only have an absentee polling place in Lander during the 2020 elections. She asked the Commissioners to update the Wyoming County Commissioners Association of the draft bill and ask for their support as well during the upcoming session.

In another matter, Julie Freese reviewed the upcoming Executive Time On Line Time Card System training planned for Wednesday thru Friday of this week. She has requested all the Commissioners sign up to attend one of the End User sessions and one Supervisor training session.

Treasurer Tom Majdic updated the Commission on his response to an RFP for audit firms. He received seven letter of interest and three have submitted RFP's to date. There is an Audit Committee meeting scheduled for Friday to review them and then a recommendation will be made to the Commissioners.

Chairman Becker recessed the Board of Fremont County Commissioners and convened as the Fremont County Boundary Board. The Boundary Board consists of the Fremont County Commissioners and Assessor Tara Berg and Treasurer Tom Majdic, who were also present. Current Secretary Tara Berg reviewed W.S. § 21-6-203 through 206, stating in part "the county assessor, board of county commissioners and county treasurer shall constitute a board for establishing school districts in the county. The district boundary board shall elect a chairman and he shall call a meeting of the district boundary board in the first quarter of each calendar year for the purpose of electing one of the members a chairman and secretary." Berg stated there were no boundary board issues at this time and reviewed unified (K-12) and non-unified (K-8) status, of which the county has 8 unified and 1 non-unified (School District #38). Larry Allen moved, Clarence Thomas seconded, to keep the current structure with Commissioner Travis Becker to continue to serve as chairman and Assessor Tara Berg continue as Secretary of the Fremont County Boundary Board. Motion carried unanimously. Chairman Travis Becker adjourned as the Fremont County Boundary Board and reconvened as the Board of Fremont County Commissioners.

Public Health Nurse Director Becky Parkins introduced Christine Kraus, who was recently promoted to the Lander and Riverton supervisor position. Prevention Program coordinator Tauna Groomsmith was also present. Parkins reviewed statistics for January: On site visits in Riverton – 109; Lander – 51; off site visits totaled 178 (Maternal Child Health visits 110; Medicaid Waiver visits 58). Public Health is out of flu vaccine; however, at this time they are still available through other providers. If this changes, Public Health will order more if there is a need in the community. There is widespread flu reports across the state and everyone should be encouraged to stay home if ill. The promotion of Kraus creates a vacancy for an immunization and maternal child health nurse and Parkins requested authorization to ask the State to begin advertising for the vacancy. Larry Allen moved, Mike Jones seconded, to authorize approval of filling the position and seek the State move forward with recruitment efforts at the entry level salary of \$4727/month. Motion carried unanimously. Parkins relayed the status of coronavirus and stated the Emergency Response Coordinator is participating in a table top pandemic training this afternoon with various agencies. The Centers for Disease Control is implementing the process of putting staff in large airports to check for signs of the virus, which originated in China. If it comes into the United States, it becomes a pandemic. Groomsmith shared a list of projects currently being worked on in Fremont County (trainings, adult binge and underage drinking, tobacco/nicotine/vaping, prescription and other drugs, promotional and media team). She further listed agencies she is in collaboration with. The Commission gave approval for the Prevention Program to be listed on the County website, under the Public Health page. The budget for this program is on track and is closely adhered to as the grant requirements require strict spending requirements. Groomsmith stated she is in the process of developing a resource list of what agencies are available in Fremont County, what they do, who they are, etc. which will be listed on the website as well.

Fremont County Representative Andi Clifford joined the meeting to touch base with the Commissioners before she heads to Cheyenne for the legislative session. She sits on the House Corporations, Elections and Political Subdivisions Committee and Select Committee on Tribal Relations. She was an advocate for the Tribal Voter ID bill and is pushing the Missing, Murdered and Indigenous Person bill. She just agreed to sign on to the Absentee Polling Places bill that Julie is advocating for. She thanked Chairman Becker and County Clerk Freese for their past assistance when she had questions and reached out for guidance. She plans to meet with the Commissioners when they are in Cheyenne during the session as well. In closing, the Commissioners asked her to stay updated on the Wildlife Corridor issue as decisions will have a huge impact on Fremont County and the Wind River Indian Reservation.

County Clerk Julie Freese had e-mailed the Commissioners last week immediately after receiving notice of an employee resigning the end of the month. She had received approval to begin advertising for the vacancy. The Clerk's Office has been down one employee for the last two years and are doing okay; however, this vacancy will have to be filled at the full-time level in order to keep up with the work load. She distributed her levels for hiring based on work experience and a Salary and Benefit Worksheet for the position, and noted she expects to hire at the entry level of \$30,000. Larry Allen moved, Mike Jones seconded, to approve rehiring a replacement at the entry level salary of \$30,000. Motion carried unanimously.

Chairman Becker invited Lindy Linn to the table to provide an update on Representative Cheney's activities. Linn stated that Congresswoman Cheney will run for re-election in the House. She sits on the Natural Resource Committee where they are working on the Endangered Species Act. She is also on the House Armed Services Committee. Linn encouraged the Commission to reach out if they could be of any assistance.

Planning Supervisor Steve Baumann presented a certificate of appreciation to Small Wastewater Inspector Marcel Lopez who recently received the nationally recognized "Small Wastewater Inspector" certification. He and one other individual are the only certified individuals in the County outside of DEQ. Co-workers were present in the audience for the presentation.

Union Wireless Site Development representative Tyler Tholl expressed the Company's interest in leasing a parcel of land from Fremont County, near the entrance of the County aggregate gravel pit in the Lost Wells Butte area. Transportation Superintendent Billy Meeks and Planner Steve Baumann were present in the audience. Union is proposing the use of a 90' x 90' area to the south of the entrance for the construction of a 120' tower that is capable of a 20' future expansion if necessary. Along with the tower, Union would place pre-fabricated buildings (one for a back-up generator and one for an electronics building). Union would also have to have access to the nearest power source, and run a power line from that source to the leased parcel. Maps were distributed for review. Tholl stated Union currently has a site about ½ mile north of the County parcel; however, the landowner sold their lease to a third party, forcing them to look at an alternate location in the area. Meeks stated the gravel is running low in this pit and it may be depleted in the near future so did not feel leasing a parcel to Union would have an impact on the County's use; however, asked to see the area on the ground before making a final recommendation. Tholl, Meeks and Baumann will travel to the site and then make a final recommendation to the Board. If the County decides to lease the area, a survey will need to be performed for the legal description.

Transportation Superintendent Billy Meeks presented Change Order No. 6 for the Moneta-Lysite Road Shoulder Widening Project, which was signed last week as the Board had earlier authorized Chairman Becker to sign the Change Order upon receipt to expedite the fence repair issue. The Change Order is for an additional amount of \$12,155.85 and gives the contractor six days to ensure that the fence meets BLM requirements, and to reinstall the fence connecting one of the cattle guards, with work to be completed no later than February 1, 2020 for the BLM requirements. Larry Allen moved, Mike Jones seconded, to ratify approval of Change Order No. 6. Motion carried unanimously.

Treatment Courts Director Melinda Cox briefed the Commissioners on the annual submission of funding applications to the Wyoming Department of Health for both the Juvenile Treatment Court and Court Assisted Supervised Treatment Programs. As a requirement for both, a letter from the Commissioners is required verifying cash and in-kind contributions for fiscal year 2020. Clarence Thomas moved, Mike Jones seconded, to approve the support letters for submission with the Juvenile Treatment Court and Court Assisted Supervised Treatment Program funding applications. Motion carried unanimously.

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In other business, Melinda Cox updated the Board on the Day Reporting Center and her recent meeting with School District Superintendents regarding the current status of the Center and where it is going. Location for the Center was discussed with several possibilities to be considered. She will keep the Board apprised.

Larry Allen moved, Mike Jones seconded, to adjourn the meeting at 11:00 a.m. and reconvene for a Regular Meeting on February 4, 2020. Motion carried unanimously.

A full detailed report and the official minutes are posted on Fremont County's website at www.fremontcountywy.org.

/s/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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