

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
FEBRUARY 15, 2022

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 Clarence Thomas. Commissioner Michael Jones was absent. County Clerk Julie A. Freese was present.

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

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held on February 8, 2022. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills for payment. Motion carried unanimously.

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
Ace Hardware-Lander	Segregated	Materials/Supplies	\$494.79
Ace Hardware-Riverton	County Buildings	Materials/Supplies	\$42.43
AlSCO Inc	County Buildings	Laundry	\$230.44
Amerigas Propane LP	County Buildings	Propane Tank Rental	\$131.09
Bailey Enterprises, Inc	Transportation	Vehicle Fuel	\$2,056.26
Bank of the West	Segregated	Credit Card Purchases	\$74,007.41
Carroll Septic Service	Transportation	Services	\$150.00
Communication Technologies, Inc	Support Services	Maintenance Agreement, Repairs	\$2,961.87
Eagle Uniform & Supply Co	Vehicle Maintenance	Laundry	\$82.21
Edwards Communications	Prevention Program	Radio Advertising	\$1,509.00
Floyd's Truck Center WY	Vehicle Maintenance	Parts	\$107.98
Fremont Counseling-Lander	Health & Welfare	Title 25	\$5,850.00
Fremont County School Dist #25	Youth Services	Program Meals	\$69.00
Goff, Thomas	Vehicle Maintenance	Expense Reimbursement	\$123.62
Grainger	County Buildings	Materials/Supplies	\$286.30
High Plains Power, Inc	County Buildings	Utility Services	\$1,688.97
Inberg-Miller Engineers	Road Construction	Engineer	\$705.00
NMS Laboratories	County Coroner	Toxicology Services	\$3,087.00
Norco Inc	Segregated	Supplies	\$39.27
Orkin LLC	County Buildings	Pest Control Service	\$430.00
Pavillion, Town of	County Buildings	Water Utilities	\$112.50
Quill Corporation	Fremont County WIC	Office Supplies	\$45.78
Reed's Moghaun Office Supply	County Elections	Office Supplies	\$3.96
Riverton Ranger, Inc	Support Services	Advertising	\$1,454.05
Rocky Mountain Power	Segregated	Utilities	\$10,727.16
Shoshoni, Town of	County Buildings	Water/Sewer	\$60.00
T-Y Excavation, Inc	Transportation	Road Maintenance	\$18,600.00
Vericor, LLC	Phep Covid Response	Equipment /Supplies	\$68.05
Verizon Wireless	Segregated	Cell Phones	\$1,264.45
Wilkerson, James A, IV, MD PC	County Coroner	Autopsy	\$1,250.00
WY Dept of Health	Health Nurse	Quarterly Payroll	\$40,385.31
WY Public Health Laboratory	Public Health	Lab Fees/Supplies	\$124.00
Wyoming Behavioral Institute	Health & Welfare	Title 25	\$2,262.00
Wyoming Office Attorney General	24/7 Program	Program Fees Collected	\$5,884.00
Wyoming Waste Systems	County Buildings	Trash Services	\$2,771.20

The following items in the Signature Filed were reviewed: 1) Assessment Summary cover page; and 2) Record of Proceedings. Jennifer McCarty moved, Clarence Thomas seconded, to approve a Letter of Agreement for Costs of Treatment During Involuntary Hospitalization Procedures with Wyoming Behavioral Institute for a rate of \$754.00 per day. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to approve an Approach/Access Application for William Calligan on Burma Road. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to approve an Approach/Access Application for Jared and Rachel Sparks for Marlatt Road. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to approve a letter of support for WYDOT's application for a DEQ Air Quality Permit for the Dry Ridge Pit. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to approve an Annual Report for submission to the State Historic Preservation Office on behalf of the Fremont County Historic Preservation Commission. Motion

carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to approve the County Nurse Managers request to fill a State Nursing position recently vacated. Motion carried unanimously. Jennifer McCarty moved, Larry Allen seconded, to approve a comment letter to the Bureau of Land Management on the Environmental Assessment for future wild horse gathers, removals and fertility control measures in the North Lander Wild Horse Complex. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Corrected Wyoming State Forestry Division premium notice of \$14,760.13, updated from the previous amount of \$11,969.12; and 2) Sandbag Policy for 2022. Larry Allen moved, Jennifer McCarty seconded, to approve the Sandbag Policy for 2022. Motion carried unanimously.

There was nobody present for the Public Comment period.

Transportation Superintendent Billy Meeks was joined by DOWL Engineer Kasey Jones who distributed the Country Acres Road Reconstruction - Recommendation to Award. Two bids were received on February 3, 2022: Avail Valley Construction - \$1,619,343.25; 71 Construction - \$1,733,101.20. Larry Allen moved, Jennifer McCarty seconded, to approve a Notice of Award to Avail Valley Construction for the Country Acres Road Reconstruction project for a bid amount of \$1,619,343.25. Motion carried unanimously. The project will be funded with 1% monies and they stated the box culvert has been ordered, as previously approved, and will be delivered the week prior to the company beginning work on March 15th. Said project is slated to be completed before irrigation water is turned on in mid-April. As the bid is over the engineer's estimate, Jones stated this is the case statewide as there are a lot of unknowns with inflation and suppliers.

Trihydro Engineer Scott Lee presented Change Order No. 1 for the Paradise Valley Structure Replacement Project, indicating a decrease of \$11,604.75, for a final contract price of \$151,045.25. Larry Allen moved, Clarence Thomas seconded, to approve Change Order No. 1 as presented. Motion carried unanimously.

County Treasurer Jim Anderson was present for an audit update. Chairman Becker referenced a February 11, 2022 letter to the Commission from auditors Carver, Florek & James, CPA's, who referenced delays they were experiencing in getting started on the County's 2021 audit, stating they cannot proceed until they are in receipt of the trial balance report and the subsequent onsite visit has been postponed as a result. Anderson stated the trial balance was sent Sunday evening and the auditors now have most of the data they require; however, he is continuing work on schedules and supporting documents. He further referenced a February 2, 2022 letter from the Department of Audit, stipulating a schedule they follow for completion and filing of annual audits of entities required to have them as follows: 1) Audits are to be completed by December 31 (six months after end of audit fiscal year; 2) if not received within seven months following end of audited fiscal year, an inquiry will be made into the status of the audit; 3) if the required audit has not been commenced, the entity must commence that audit within 30 days from the date of written notice, and if it has been started, to advise them of the name of the CPA doing the audit and the expected date of completion. This is the current scenario the County is in, a CPA has been engaged and their letter is the basis of the meeting this date with Treasurer Anderson, who said the State's deadline is now March 31st. County Clerk Julie Freese stated that now that the Treasurer's Office has closed out December, she can distribute department budget packets to stay within her statutory guideline to present to the Commission a preliminary County budget by May 15th. She stated the Department of Audit has tightened up their procedures and that she would like to see changes made next year to stay within the statutory time frame to get the audit done. She further recommended the Fremont County Audit Committee hold a conference call with the Auditors to make sure they have what they need and confirm they feel they can meet the March 31st date to complete the audit. Anderson reviewed the model previously used in the Treasurer's Office when the former Deputy would focus entirely on the audit beginning in July; however, in 2019 that model broke down due to both a new Treasurer and Deputy, a key staff member on extended medical leave and additional tasks such as financial responsibilities for the Library. He stated his intent to change things for the next audit by reappointing audit related tasks, using staff from other offices (Clerk) and hiring outside help, recommended by the auditor, of a firm that helps governmental entities in Wyoming with audit preparation. Commissioner Thomas stated those individuals who are responsible for working on the audit need to be held accountable, he was concerned that the Department of Audit had to write the letter pleading with the County to finish the audit. Vice-Chairman Allen agreed and stated there may be funding with ARPA monies to provide training for current staff, which has not been an option due to the tight county budget for the last several years. Commissioner McCarty agreed with comments from fellow Commissioners.

Chairman Becker stated the need to keep the Commission informed of any difficulties the Treasurer is facing ahead of time.

An interview was held with William Overturf for a vacancy on the Fremont County Museum Board. Museum Central Director Scott Goetz was present in the audience. Following the interview, Larry Allen moved, Jennifer McCarty seconded, to appoint Mr. Overturf to the vacancy to expire June 30, 2024. Motion carried unanimously.

County Clerk Julie Freese reviewed the Commissioner's memo that will accompany the budget packets to Departments being sent out later in the week. It was determined that Capital Revolving Fund requests, ARPA funding applications and the budget packets themselves all be due on the same date, April 8, 2022.

Commissioner meeting reports were given:

Commissioner Jennifer McCarty attended the monthly Museum Board meeting.

Vice-Chairman Larry Allen attend the Fremont County Farm and Ranch Days.

Chairman Becker attended the Fremont MOVE Committee meeting the previous week. The Committee recommendations have been made and the applicants will be invited to the March 1st meeting to present their proposals to the Board.

There being no further business, Larry Allen moved, Clarence Thomas seconded, to adjourn the meeting at 10:30 a.m. and reconvene for a Regular Meeting at 9:00 a.m. on March 1, 2022. 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