

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
MAY 14, 2019

FULL DETAILED REPORT

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

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

Clarence Thomas moved, Jennifer McCarty seconded, to approve the minutes of the Regular Meeting held on May 7, 2019. Motion carried unanimously.

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

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$105.70
Ace Hardware Lander	County Buildings	Materials/Supplies	\$210.10
Airgas USA LLC	Vehicle Maintenance	Supplies	\$45.21
AlSCO, Inc.	Segregated	Laundry	\$199.36
Bailey Enterprises, Inc.	Vehicle Maintenance	Supplies	\$2,440.30
Balcer Ambulance Sales, Corp.	Capital Asset Acquisitions	Ambulances	\$239,560.00
Bank of the West	Segregated	Credit Card Charges	\$44,185.79
Bill's Quality Auto Glass	Vehicle Maintenance	Windshield Repairs	\$545.89
Bloedorn Lumber Lander	County Buildings	Materials/Supplies	\$617.57
Calvert, Hattie	Juvenile Treatment Court	Reimburse Expenses	\$24.97
Carquest Auto Parts	Vehicle Maintenance	Parts/Supplies	\$1,642.92
Charter Communications	Attorney Victim Services	Internet Service	\$253.55
Communication Technologies, Inc.	Support Services	Maintenance/Repairs	\$3,479.58
Eagle Uniform & Supply, Co.	Vehicle Maintenance	Laundry Services	\$71.26
Eaton Sales & Service, LLC	Fuel Facility	Parts/Supplies	\$960.12
Edwards Communications	Prevention Program	Radio Advertising	\$489.00
Ellis, Laurie J.	Fremont County WIC	Reimburse Expenses	\$203.00
Fremont Motors Lander	Vehicle Maintenance	Parts/Supplies	\$655.47
Grainger	County Buildings	Materials/Supplies	\$12.42
High Plains Power, Inc.	County Buildings	Utility Services	\$1,246.29
Hulbert Young, Janet M.	Historic Preservation	Travel	\$119.74
Inberg Miller Engineers	Cooper Road Study	Engineering Services	\$5,728.13
Lander Journal	County Clerk	Subscription Renewal	\$39.95
Lander Valley Auto Parts	Vehicle Maintenance	Parts/Supplies	\$802.80
Lander, City of	Segregated	Water/Sewer	\$2,441.81
Marshall, Chance	Agriculture Department	CDL Bus License	\$40.00
Midwest Motor Supply Co./Kimball	Transportation	Supplies/Repairs	\$20.00
NAPA Auto Parts Riverton	Transportation	Parts/Supplies	\$1,603.73
National Business Systems, Inc.	County Treasurer	Postcards	\$643.32
Norco, Inc.	Vehicle Maintenance	Rental/Supplies	\$75.39
Novo Benefits	Health Benefit Plan	Insurance Services	\$4,817.00
Office Shop Inc., The	Segregated	Service Agreement	\$2,194.96
Pavillion, Town of	County Buildings	Water/Utilities	\$136.50
Peterbilt of Wyoming	Vehicle Maintenance	Parts	\$958.04
Plainsman Printing & Supply	Clerk of District Court	Printed Supplies	\$5,113.10
Post, Raymond	Segregated	Car Wash	\$30.00
Print Shop, The	County Treasurer	Envelopes	\$287.00
Professional Sales and Service, LC	Vehicle Maintenance	Emergency Vehicle Parts	\$51.14
Quick Set Auto Glass	Vehicle Maintenance	Windshields/Repairs	\$1,005.00
Quill Corporation	County Treasurer	Office Supplies	\$316.56
Relx, Inc.	County Attorney	Research Subscription	\$595.00
Riverton Physician Practices LLC	Transportation	Drug Testing	\$147.00
Riverton Ranger, Inc.	Support Services	Advertising	\$1,249.95

County Commissioners Meeting
May 14, 2019

Rocky Mountain Power	Segregated	Utilities	\$11,961.90
Sagewest Health Care	Segregated	Toxicology Testing/Title 25	\$8,979.98
Shoshoni, Town of	Transportation	Water/Sewer	\$52.00
Snider, Yvonne	Sheriff Victim Services	Reimburse Expenses	\$237.60
State of Wyoming	Transportation	Water Permits	\$550.00
State of Wyo, Public Defenders Office	Public Defender	County Supplement	\$112,402.49
Stroupe Pest Control, Inc.	County Buildings	Pest Control	\$75.00
Traveling Computers	Computer Services	Supplies/Services	\$2,738.53
T Y Excavation, Inc.	Transportation	Road Maintenance	\$4,790.25
Western Printing, Inc.	County Buildings	Riverton Office Signs	\$321.46
WY Public Health Laboratory	Public Health	Lab Fees/Supplies	\$425.00
Wyatt, Micah	Attorney Victim Services	Reimburse Expenses	\$141.00
Wyoming Behavioral Institute	Health & Welfare	Title 25	\$6,032.00
Wyoming Waste Systems	Segregated	Trash Removal	\$2,676.02

Clarence Thomas moved, Jennifer McCarty seconded, to accept the voucher from Sage West Health Care in the amount of \$5,950.00 for two Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Record of Proceedings. Jennifer McCarty moved, Mike Jones seconded, to ratify Vice-Chairman Allen's earlier action to proclaim the week of May 19-25, 2019 as Emergency Medical Services Week. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve a letter of support for the Dubois Museum: Wind River Historical Center's grant application to the National Endowment for the Humanities. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Fremont County Bank of the West Credit Card Application for Connie Gantenbein with a credit limit of \$2,500. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Request from Wyoming County Commissioners Association Executive Director for County Commissioner representation during the June 13-14, 2019 Joint Labor, Health and Social Services Legislative Committee Meeting (Commissioner Jones confirmed his attendance); 2) Mike Jones moved, Jennifer McCarty seconded, to approve a County License to the Fremont County Shrine Club for their annual circus to be held at the Fremont County Fairgrounds on June 26, 2019. Motion carried unanimously. Receipt of the \$10 fee was acknowledged. Mike Jones moved, Jennifer McCarty seconded, to approve the WIC Regional Nutrition Supervisor's request to increase the Fremont County Office Manager hours from 32 hours/week to 40 hours/week during the transition of rehiring two vacant WIC position. Motion carried unanimously. Receipt of the Department of Environmental Quality Notice regarding the Public Facilities Program Application process was acknowledged. The Detention Door replacement project will qualify with the grant rules and regulations and application will be made by Fremont County for that project.

The public comment period was held.

Deputy Treasurer Jim Anderson presented a Contract for audit services from DeCoria, Maichel & Teague to perform the County's audit for fiscal year 2019. The Audit Committee is recommending engaging with the firm who has proposed a 1% increase to their fees of the 2018 fees of \$56,800 for a revised amount of \$57,300. As the contract just arrived, the Board took it under advisement until the following meeting to give the County Attorney's Chief Civil Deputy time to review it.

Cole White, Chief Executive Officer of the Community Health Centers of Central Wyoming, was joined by Carl Harris, Chief Operations Officer and Jennifer Kuehn, Chief Financial Officer, to provide an update to the Commissioners. Drs. Richard and Mary Barnes and Penny Shultz are operating a Riverton and Lander Pediatric Clinic, School District #6 (Wind River) is offering a school based health center, Riverton has a Family/Women's Health Clinic, and Dubois has a clinic one day a week. They have moved from the North 8th West Street to Sunset Boulevard which offers better community exposure. They are also exploring options for another building in Riverton to be able to offer dental and behavioral health services. All services are based on a sliding scale fee and last year they offered \$3.5 million in discounts and charitable care, with Fremont County receiving between \$500,000 to \$600,000 in reduced cost benefits. Mr. Cole distributed a spreadsheet indicating their budget for Fremont County as well as Clinic volume statistics. Fremont County did not renew their contract for Title 10 care and the program has been picked up by the Community Health Centers. Telehealth will be huge in the future and behavioral health is now being offered. The Board recommended that Mr. White visit with House District 54 Representative Lloyd Larsen who is very involved in health care issues within Fremont County.

Sheriff Ryan Lee was joined by Undersheriff Mike Hutchison to provide a monthly update. As his schedule has not allowed him to attend the Commissioners meeting for several months, he presented statistics for the months of March and April. Detention bookings totaled 503 during those two months, the current population is 182 and he noted a high spike in female inmates. Housing has become such an issue that they may be forced to move 12 females to another facility. Staffing vacancies and recruitment efforts in Detention are ongoing; however, he has several new vacancies that need approval from the Commission to refill: Clarence Thomas moved, Jennifer McCarty seconded, to refill a Deputy Sheriff position at the entry level of \$36,750. Motion carried unanimously. Clarence Thomas moved, Mike Jones seconded, to refill a Control Technician at the entry level of \$28,446. Jennifer McCarty moved, Clarence Thomas seconded, to refill a Detention Lieutenant position at the entry level of \$60,400. Motion carried unanimously. Communications has one recent resignation. Jennifer McCarty moved, Clarence Thomas seconded, to refill a Communications Officer position at the entry level of \$32,400. Motion carried unanimously. Patrol/Enforcement has one vacancy which has been previously approved to refill. The Search and Rescue Department has received reimbursement of \$12,000 from the State committee. In other business, Sheriff Lee stated that two of the three pickups and the Detention Van are currently in service, all being funded by the Capital Revolving Fund. The last pickup has arrived and is being retrofitted for service. Sheriff Lee stated a 1997 Ford Jail Van has been scheduled to be taken from the fleet; however, he requested permission to keep the unit to use only on transports between the Detention Center and the Courthouse. As it has very high mileage, the plan is to use it until it is no longer mechanically repairable. Jennifer McCarty moved, Clarence Thomas seconded, to approve keeping the 1997 Ford Van in the fleet to be used for prisoners transport between the Detention Center and Courthouse in Lander. Motion carried unanimously. In closing, Sheriff Lee stated discussion is ongoing with Motorola regarding entering into a lease agreement for radio upgrades vs. purchasing new ones. The agreements will be forwarded to the County Attorney Chief Civil Deputy for review in the near future. Chairman Allen stated the Fremont County Ambulance Service lessee, AMR, is interested in pursuing a lease option as well. In the future, Sheriff Lee will be discussing the Forest Service agreement.

Mike Jones moved, Clarence Thomas seconded, to adjourn into Executive Session with Sheriff Ryan Lee, Undersheriff Mike Hutchison and Coroner Mark Stratmoen for confidential information. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to return to Regula Session. Motion carried unanimously.

County Coroner Mark Stratmoen presented a monthly report. Number of cases through April were seven more than the same period in 2018. Accident, suicide and homicide numbers are all up over last year at this time, with the total non-natural deaths twice what they were in 2018, 70% of the non-natural deaths involved alcohol or drugs. After four months without a traffic fatality, since the beginning of April there have been four. At the end of April, the total budget expenditure was 1% below expected for this period. Plans for completion of the Wind River Life Center cemetery fence project are ready; however, weather has caused the delay. The new date has been set for May 22nd. Utility locate check indicates there are no issues with the fence boundary line or interments. He had a suggestion for ADA parking as related to increased traffic on Tuesday and Thursday's when the County Clerk and Treasurer has office hours in the building where his office is located in Riverton. County Clerk Freese stated she and Treasurer Majdic plan to review the office location at the end of May and make adjustments as necessary.

Public Health Nurse Supervisor Kathleen Laidlaw was joined by State Regional Public Health Supervisor Stephanie Lund to discuss two nursing vacancies as related to the inability to staff the Lander office full time. Laidlaw proposed having a nurse in the Lander Office two days per week (days yet to be determined); however, until the Administrative Assistant in Lander resigns the end of the summer, the office itself would remain open for her to assist the public. There would still be nurses assigned to the Lander area as is the current practice, but they routinely perform their duties in the field visiting homes. All nurses will report to the Riverton Office and then be dispersed from there. Laidlaw reviewed walk in statistics and stated the larger numbers are in the Riverton Office and she felt the number of Lander walk-in clients could be handled by a two day office week. Lund expressed the State's support for Laidlaw's proposal. Mike Jones moved, Jennifer McCarty seconded, to approve a temporary plan from July 1 – July 31 to have a nurse in the Lander Office two days per week and re-evaluate the office hours to review associated data on how best to proceed. Voting against the motion: Clarence Thomas who stated the Lander Office needs to stay open five days a week with a nurse available. Motion carried. A decision will also need to be made on whether to refill the secretarial position in the Lander Office pending her resignation August 20th. As there will be budget impacts, County Clerk Julie Freese requested an updated budget.

Assessor Tara Berg, Treasurer Tom Majdic and Deputy Treasurer Jim Anderson provided anticipated valuation and revenues for fiscal year 2019-2020. Assessor Berg stated the assessed valuation is \$700 million, up 5% from last year. There are still variables as there have been nine property tax appeals filed, one of which is with Burlington Resources. Anderson distributed information on Anticipated Revenues, noting \$21.7 million is anticipated of general fund revenue and transfers (including property taxes). \$21.35 million is anticipated of general fund revenue for next fiscal year. The current year estimate anticipates a general fund net decrease of \$771,000 when compared to the adopted budget as of January 2019. Significant changes include the budgeted transfer from Capital Revolving Fund (decrease \$800,000), PILT (decrease \$230,000), special fuels tax (increased \$159,000), and reimbursement for federal, state and city prisoners held in the County Detention Center (increase \$140,000). The upcoming year projection anticipates \$21.35 million of revenue, a net increase of \$180,000 over FY 2019 actuals. Significant changes include property taxes (increase \$231,000), state sales and use tax (increase \$300,000). In prior years, fund transfers were used to help offset depressed revenues. Expected FY 2020 transfers from other funds decreased \$265,000. As part of this, a transfer from the Health Benefit Plan is available, if necessary, to assist the general fund. The assumptions for the upcoming year are based on current property and motor vehicle tax, delinquent property tax, PILT payments, sales and use taxes and investment income. Treasurer Majdic updated the Commissioners on his investment strategies and plans to return investments to Wyoming.

Clerk of District Court budget re-hearing. Clerk Kristi Green and Deputy Clerk Cora Gist were present. Kristi clarified her need to replace a current employee who will resign in July or August. No dollar amounts were changed.

Mike Jones moved, Jennifer McCarty seconded, to approve refilling a Clerk of District Court Clerk position at an entry level salary of \$31,200. Motion carried unanimously.

County Clerk Julie Freese reviewed the prioritized list of purchase requests from the Capital Revolving Fund. Present in the audience were Deputy County Clerk Margy Irvine, Treasurer Tom Majdic and Deputy Jim Anderson. There were 14 items requested, for a net impact to the CRF of \$1,376,747. Anderson estimated there is \$3 million in the fund; however, will get firm figures for Commission review at their next meeting.

Clarence Thomas moved, Mike Jones seconded, to adjourn into Executive Session with Commissioner Larry Allen regarding personnel. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to return to Regular Session. Motion carried unanimously.

Commissioner Clarence Thomas was excused from the remainder of the meeting.

Extension: Present were Educator Alex Malcolm and Administrative Assistant Kim Collins. Extension Educator Chance Marshall and Secretary Rachel Fisk were also in the audience. Last year's budget was \$195,981. This year's request is \$194,615.

Public Defender: Last year's budget was \$146,500. This year's request is \$148,500.

Fire Warden: Present was Craig Haslam. Last year's budget allocation was \$10,000. This year's allocation request is \$15,000.

Deputy Treasurer Jim Anderson and Treasurer Tom Majdic were present to discuss: Abandoned Vehicle Fund, Investment Pool, Spencer Home Sites, and Fuel Distribution.

Weed and Pest: Present was Director Aaron Foster and Board Chairman Sollie Cadman. This year's tentative budget is \$1,915,757.

Solid Waste District: Present were Superintendent Andy Frey, Board Chairman Mark Moxley and CPA Susan Brodie. This year's tentative budget is \$7,115,685.

Commissioner meeting reports were given.

County Commissioners Meeting
May 14, 2019

Commissioner Jennifer McCarty attended the Weed and Pest District board meeting and stated they are working on budgets, agreements, bids, etc.

Commissioner Mike Jones attended the Wyoming County Commissioners Association spring meeting for one day in Cody. The Appropriations Committee is looking at the overall bid process across the state. Broadband discussion also took place.

Vice-Chairman Larry Allen attended the monthly Fair Board meeting. The Sale Committee is proposing by-law changes, he noted there are only 76 days remaining until Fair.

County Clerk Julie Freese distributed a draft budget as required by Wyoming State Statute for review. The budget is a tentative start to the budget process and she proceeded to review the process she used to prepare the budget: 1) used \$700,000 assessed valuation projection; 2) used revenue projections for the remainder of FY 2018-2019; and projected FY 2020 amounts from Treasurer; 3) inserted all budget requests as submitted; 4) Transportation budget revised by replacing revenues with projections from the Treasurer, including a transfer of Road Construction Fund which is the difference of the projected revenues and projected expenditures of that budget for next fiscal year; 5) Inventory reduced by \$500,000 in Transportation budget and will be sold to Road Construction Fund; 6) Health Insurance Fund could probably fund \$300,000 if needed to help balance the budget (deducted from proposed revenues); and 7) Cash Reserve will be back filled to cover expenditures used FY 2018-2019. With all the above in the draft budget, the amount to cut for 12 mills would be \$654,500. Freese outlined the next steps: 1) Review all budgets and review needs and make cuts as necessary; 2) Determine if there is any Department or entity that additional information is needed; and 3) Make decisions on how to balance the budget based on available dollars.

Acting Chairman Larry Allen reviewed an invoice from Ewing Bros., Inc. from Las Vegas, Nevada, for repairs to an ambulance that received frame damage when the Ambulance Service was leased to Guardian. AMR has since bought out Guardian and is the current lessee with Fremont County. In order to get the unit repaired as soon as possible and back into service, Commissioner Allen recommended Fremont County pay the amount of \$9,412.16 and then work with AMR to get the amount reimbursed back to the County.

There being no further business, Mike Jones moved, Jennifer McCarty seconded, to adjourn the meeting at 4:20 p.m. and reconvene for a Regular Meeting on May 21, 2019. Motion carried unanimously.

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

/s/ LARRY ALLEN, VICE-CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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